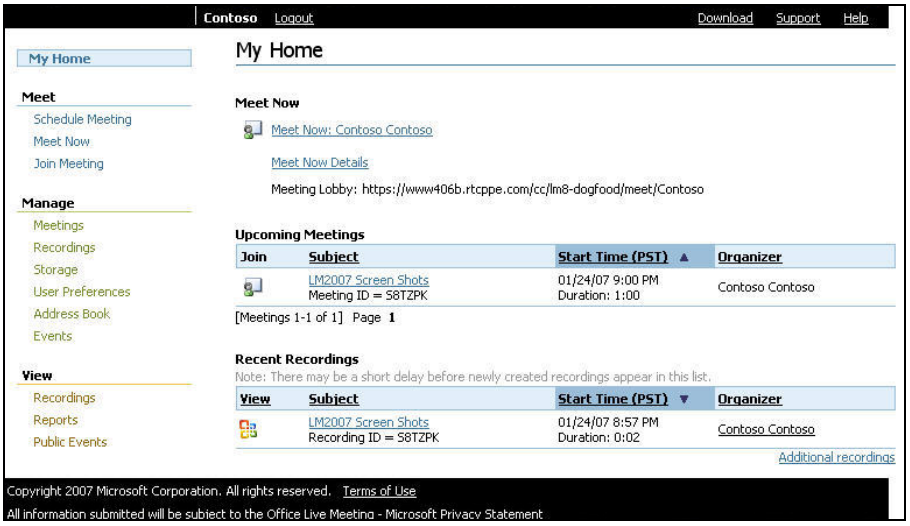
Microsoft Office Live Meeting User Guide

Setting up Microsoft® Office Live Meeting

The Live Meeting Manager is a web based tool that helps you manage Office Live Meeting tasks from scheduling and joining meetings to changing your password and viewing your recordings.



The options available on the organizer interface are:

- Meet
  - Schedule a meeting
  - Meet Now (Start an impromptu meeting)
  - Join a meeting
- Manage
  - Meetings
  - Recordings
  - Storage
  - User Preferences
  - Address book*
  - Events*
- View
  - Recordings
  - Reports
  - Public Events*

LOGGING INTO YOUR ACCOUNT

To log into your Live Meeting account

1. Go to your Live Meeting site

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2. Enter your user login.
3. Enter your password.
4. Click on the “Login” button. Your home page is displayed.

SETTING YOUR USER PREFERENCES

User preferences provide basic information about you to the Live Meeting service, including your name, your e-mail address, your Live Meeting password, and your display and recording preferences. In your Meeting Manager, you can change the user password to one that is easier for you to remember. You can also set other user preferences for your account.

To change your preferences

To set your user preferences in Live Meeting Manager:

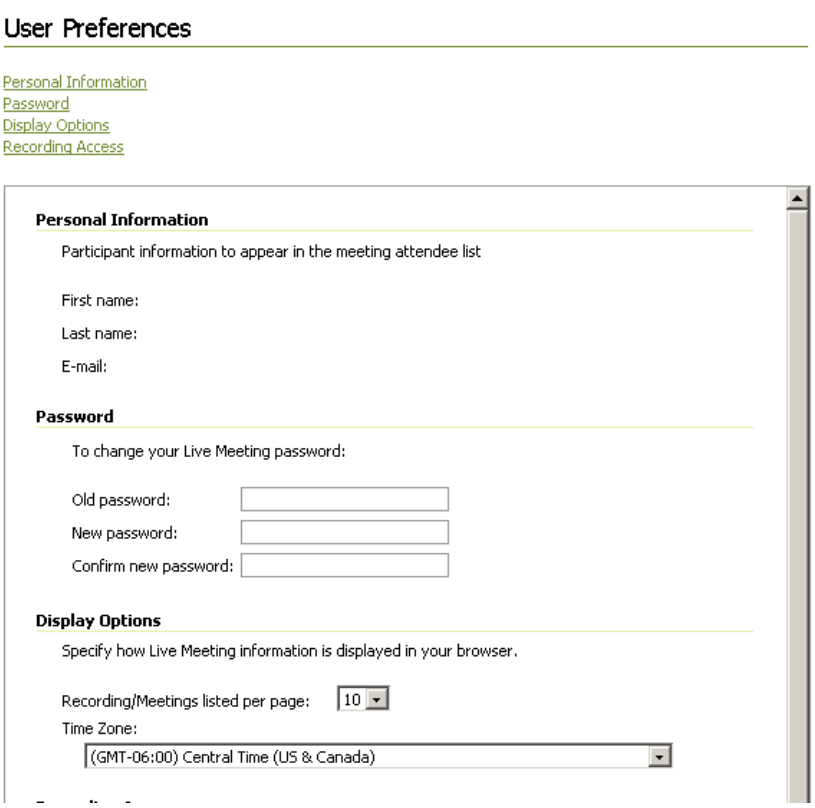
1. On the My Home page, under Manage, click User Preferences.

2. On the User Preferences page, enter the following information:

   - In the Personal Information section, type your first name, last name, and full e-mail address (for example, someone@example.com).
   - In the Password section, you can change your password. To do so, type your old password in the Old password box. Type your new password in the New password box, and then type the new password once again in the Confirm new password box.
   - In the Display Options section, indicate the number of meetings or recordings you want Live Meeting Manager to display on a single page, and select your local time zone.
   - In the Recording Access section, if you want to require the e-mail address and company name of participants who want to access recordings, select the Require extended registration by asking for email and company name check box. To allow anybody to download meeting recordings, or to allow only meeting organizers to download recordings, click the appropriate option.

3. Click OK to save your user preferences. Live Meeting will use these preferences for all the meetings that you attend.

*Option available only on branded customer sites.



SETTING YOUR MEETING OPTIONS

Before you start using Meet Now or your Scheduled Meetings, make sure that your Meet Now options and Meeting Options set up.

How to set Meeting Options

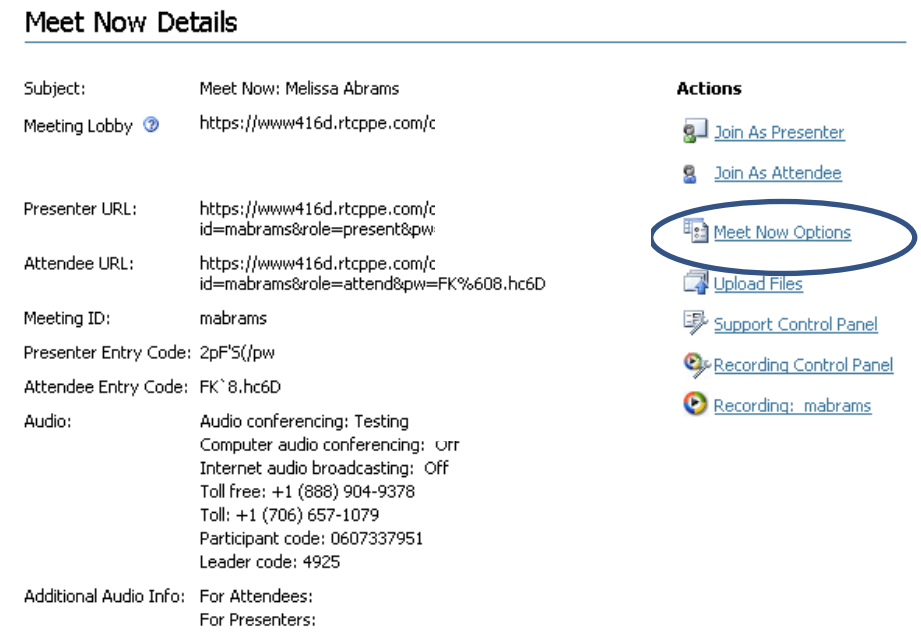
You can customize the Live Meeting experience by setting options for individual meetings. For example, you can control how meeting participants will enter a meeting, or you can enable or disable features such as chatting or recording.

Note: Your Live Meeting account administrator may have already configured the meeting options for your site. Do not override these settings unless you have a clear understanding of how each option should be configured in your environment. For example, if the administrator has configured your audio settings to work with your Reservationless-Plus audio account, changing those settings could cause an error when you try to connect to audio for your Live Meeting sessions.

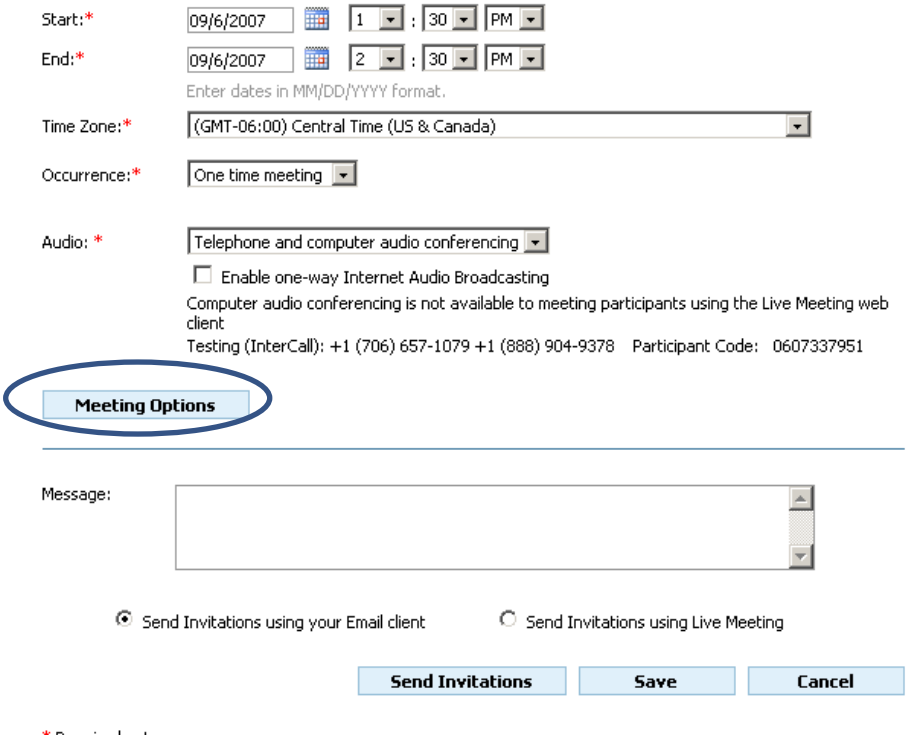
Options are set separately for Meet Now meetings and for Scheduled Meetings. To set your Meet Now options, click Meet Now details and then “Meet Now Options” under the Action Menu. To set up your “Scheduled Meetings” options, click “Meeting Option” button on the “Schedule Meeting” page.

*Option available only on branded customer sites.

Meeting Options for Meet Now Meetings



Meeting Options for Scheduled Meetings



*Option available only on branded customer sites.

The following table shows the options that appear on the Meeting Options page.

Meeting Details	Extended Registration	Content Expiration
Entry Control	Meeting Lobby	Audio
Meeting Entry Time	Additional Features	Recording

For best results, set all of these options before you use Live Meeting for the first time. If your Live Meeting administrator has already configured the options for you, review the settings and make any required changes.

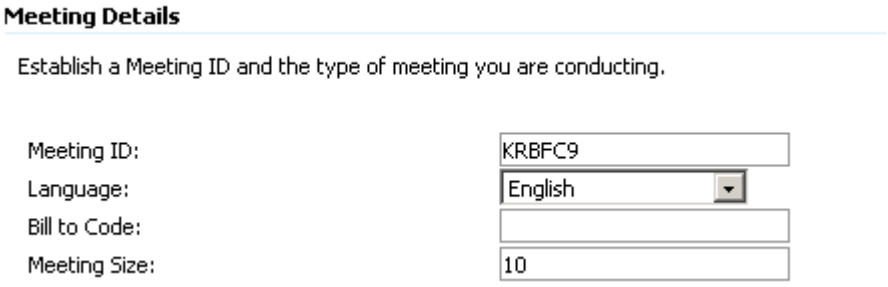
MEETING DETAILS

Meeting details control information that Live Meeting uses to generate meeting invitations, to configure the meeting space, and to help you with bookkeeping if your organization uses billing codes to monitor Live Meeting costs.

To set meeting details:

In the Meeting Details section of either the Meet Now Options page or the Meeting Options page, set the following options:

- (Scheduled Meetings only) In the Meeting ID text box, type the ID for the meeting.
- In the Language list, click the language that you want to use in the meeting invitations, as well as the language used for descriptive data for Live Meeting recordings.
- (Optional) In the Bill to Code text box, enter the billing code associated with your use of the Live Meeting service within your organization.
- In the Meeting Size box, enter the maximum number of people that you expect to attend a meeting.
- (Meet Now only) In the Meeting Duration list, select the maximum length of the meeting.



ENTRY CONTROL OPTIONS

You can set entry controls to:

- Control who attends a meeting.
- Make a meeting available for a large general audience.
- Distinguish between participants who are attendees and those who are presenters.

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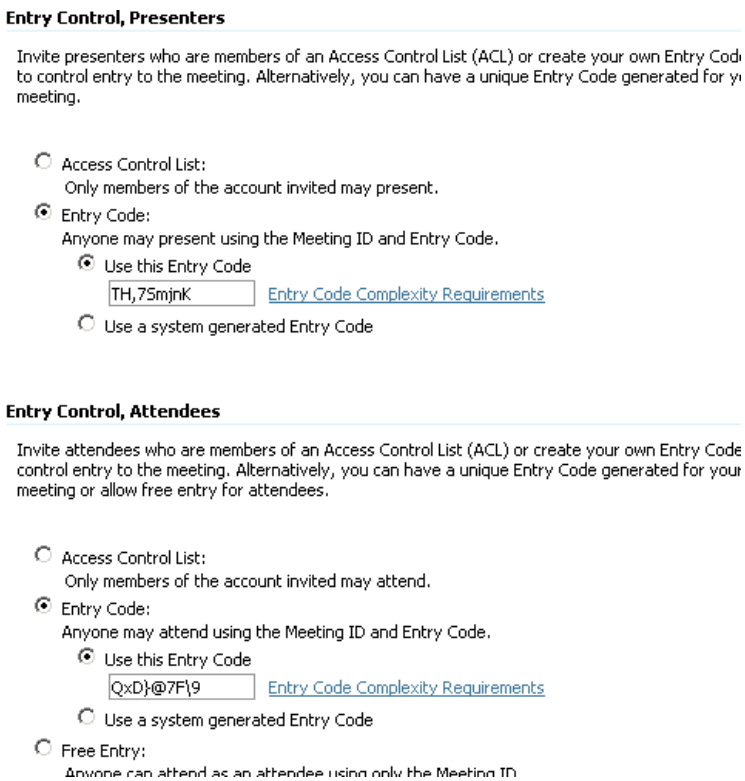
Entry Control, Presenters
Invite presenters who are members of an Access Control List (ACL) or create your own Entry Cod
to control entry to the meeting. Alternatively, you can have a unique Entry Code generated for y
meeting.
Access Control List:
Only members of the account invited may present.
Entry Code:
Anyone may present using the Meeting ID and Entry Code.
Use this Entry Code
TH,75mjnK
Entry Code Complexity Requirements
Use a system generated Entry Code
Entry Control, Attendees
Invite attendees who are members of an Access Control List (ACL) or create your own Entry Code
control entry to the meeting. Alternatively, you can have a unique Entry Code generated for your
meeting or allow free entry for attendees.
Access Control List:
Only members of the account invited may attend.
Entry Code:
Anyone may attend using the Meeting ID and Entry Code.
Use this Entry Code
QxD}@7F\9
Entry Code Complexity Requirements
Use a system generated Entry Code
Free Entry:

MEETING ENTRY TIME

You can prevent attendees from joining your meeting before you are ready. Presenters can always join the meeting at any time.

EXTENDED REGISTRATION

You can require participants to supply their e-mail address and company name when they attempt to join a meeting. This requirement is called extended registration.

MEETING LOBBY

The meeting lobby is an area where uninvited people who would like to join your meeting can request entry. You can set meeting lobby options for your Meet Now meetings or for any scheduled meeting that you organize. You can give users a URL to the meeting lobby when it is not appropriate to send a meeting invitation. Presenters can use the meeting lobby to control who enters the meeting, as well as the time that they enter.

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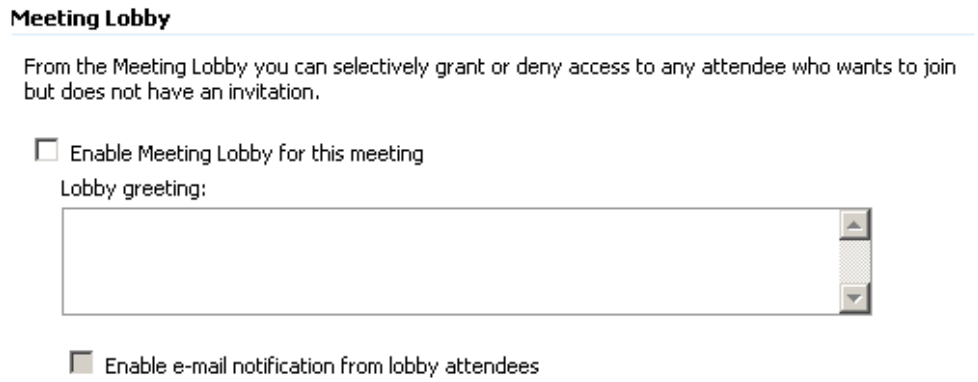
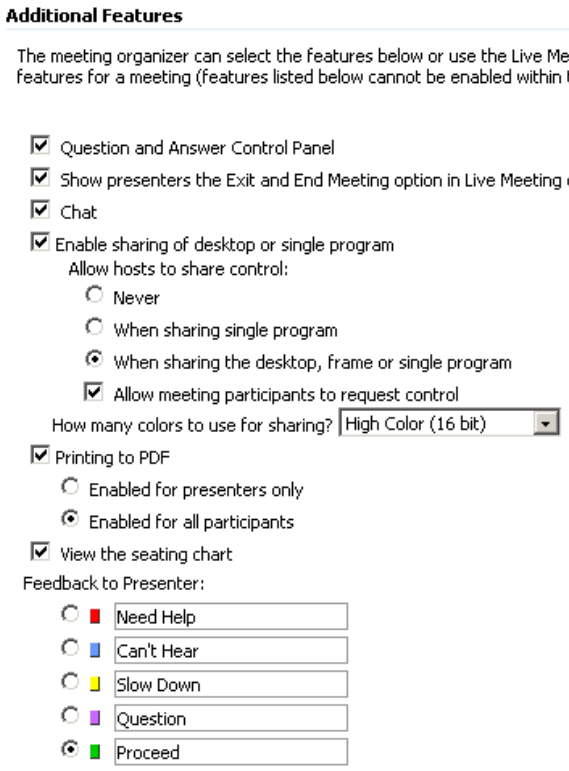

Meeting Lobby
From the Meeting Lobby you can selectively grant or deny access to any attendee who wants to join but does not have an invitation.
Enable Meeting Lobby for this meeting
Lobby greeting:
Enable e-mail notification from lobby attendees

ADDITIONAL FEATURES

The options listed under Additional Features on the Meet Now Options page or the Meeting Options page are useful for enhancing participants' meeting experience, for limiting what they can do in some circumstances, and for demonstrating features of the Live Meeting console so that attendees become familiar with them.

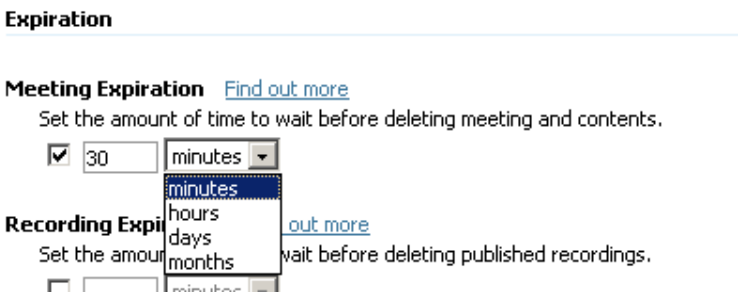

Additional Features
The meeting organizer can select the features below or use the Live Meeting Add-ins to enable features for a meeting (features listed below cannot be enabled within the Live Meeting client).
Question and Answer Control Panel
Show presenters the Exit and End Meeting option in Live Meeting client.
Chat
Enable sharing of desktop or single program
Allow hosts to share control:
Never
When sharing single program
When sharing the desktop, frame or single program
Allow meeting participants to request control
How many colors to use for sharing?
High Color (16 bit)
Printing to PDF
Enabled for presenters only
Enabled for all participants
View the seating chart
Feedback to Presenter:
Need Help
Can't Hear
Slow Down
Question
Proceed

MEETING EXPIRATION

Use this option to set the amount of time to wait before deleting meeting and contents All documents uploaded or created in the meeting including Office Files(PPT, Word, etc.), MODI documents, PNG, poll slides, text slides, white boards, application sharing, annotations and unpublished recordings will be deleted along with the meeting. Reports and log files will not be deleted. Meeting expiration does not happen in real time. Meeting along with its content to be deleted is immediately scheduled for deletion after the

*Option available only on branded customer sites.

meetings ends plus wait time specified by the administrator or organizer. Deletion time may vary and is subject to the length of the deletion requests on the queue and the load on the server.



Setting an expiration time can be important when:

- You do not want confidential content to persist on the Live Meeting servers.
- You want to delete information when it is no longer useful.

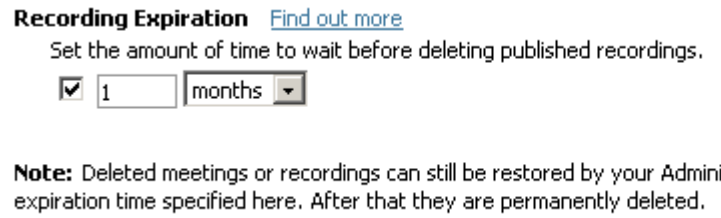
To set expiration options:

In the Expiration section of either the Meet Now Options page or the Meeting Options page, set the following options:

- To delete meetings and content after a meeting ends, select set the amount of time to wait before deleting meeting and contents check box.
- To specify the amount of time you want Live Meeting to retain meeting and content before deleting it, type a number in the box, and then click a unit of time on the accompanying list.

RECORDING EXPIRATION

Recordings created and published for a meeting will be deleted as per the expiration time mentioned. This setting applies to a new recording only. To modify expiration for an existing recording you can use Edit Recording. Recording expiration does not happen in real time. Recording to be deleted is immediately scheduled for deletion after creation plus wait time specified by the administrator or organizer. Deletion time may vary and is subject to the length of the deletion requests on the queue and the load on the server.


Recording Expiration
Find out more
Set the amount of time to wait before deleting published recordings.
1
months
Note: Deleted meetings or recordings can still be restored by your Administrator 90 days after the expiration time specified here. After that they are permanently deleted.

To delete a Recording after a meeting ends, select set the amount of time to wait before deleting published recordings check box.

To specify the amount of time you want Live Meeting to retain Recordings before deleting it, type a number in the box, and then click a unit of time on the accompanying list.

Note: Deleted meetings or recordings can still be restored by your Administrator 90 days after the expiration time specified here. After that, they are permanently deleted.

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AUDIO

You set Audio options when you are first configuring your Reservationless-Plus account for use with Live Meeting or you are temporarily changing your audio preferences for a meeting.

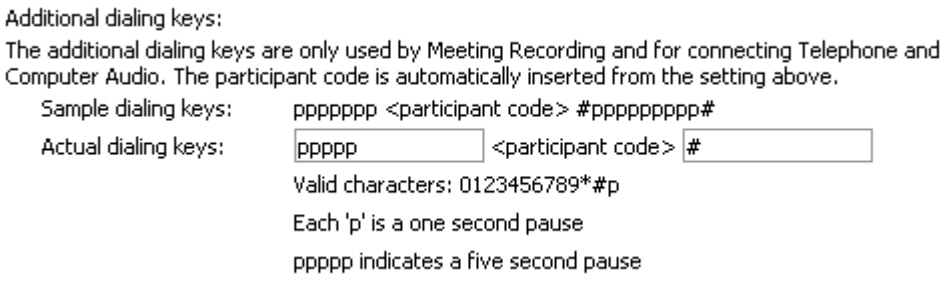
To set audio options:

In the Audio section of either the Meet Now Options page or the Meeting Options page, set the following options:

1. In the Audio for this meeting list, select the audio configuration you will use with Live Meeting.

   - LiveMeeting without Audio (The “Display Toll and Toll Free” options will be available)
   - Telephone Conferencing Service (The “Display Toll and Toll Free” options and “Join Conference” feature will be available)
   - Computer Audio Conferencing* (The “Display Toll and Toll Free” options and “Enable one-way Internet Audio Broadcasting”* will be available)
   - Telephone and Computer Audio Conferencing* (All the options will be available)

2. If you will use our Reservationless-Plus audio, select us in the Conferencing provider list. Otherwise, select Other.
3. If you want Live Meeting to initiate a call to participants, instead of requiring participants to dial in to the conference call number, select the Allow meeting participants to use "Join Conference" check box.
4. If you will use one-way Internet Audio Broadcasting* to deliver audio to meeting participants on their computers, select the Enable Internet Audio Broadcasting check box.
5. To display the audio conferencing toll-free and toll numbers to participants, as applicable:
   a. Configure the toll-free and toll meeting phone numbers by clicking a country or region on the Country/region list, and then typing the city or area code and local numbers in the text boxes provided. The number that appears above the Country/region list is the country code for the selected country or region.
   b. Type the participant code and leader code in the text boxes provided. The leader code will never be revealed to the meeting participants, but it is necessary to connect to your Reservationless-Plus conference.
6. Type additional dialing keys into the text boxes provided in the Actual dialing keys section. For use with your Reservationless-Plus account, the following configuration is recommended:


Additional dialing keys:
The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.
Sample dialing keys:
ppppppp <participant code> #ppppppppp#
Actual dialing keys:
ppppp
<participant code>
#
Valid characters: 0123456789*#p
Each 'p' is a one second pause
ppppp indicates a five second pause

Note: Keys entered in the first box will be dialed before the participant code; keys entered in the second box will be dialed following the participant code.

*Option available only on branded customer sites.

RECORDING

You can choose to record a meeting or to allow other presenters to record it, and you can control meeting participants' access to the recording.

To set recording options:

In the Recording section of either the Meet Now Options page or the Meeting Options page, set the following options:

1. In the Server Recording section, click one of the following options:
   - To allow only yourself (as organizer) to record the meeting, click Disabled in the meeting, but the organizer can still record when logged into Live Meeting.
   - To allow presenters to record the meeting, click the Presenter can record the meeting option.
2. In the Server Recording Access section, click one of the following options:
   - To allow only yourself and your Live Meeting account administrator access to recordings, click Only the administrator and organizer can view recordings. They can grant access to individual users.
   - To allow all attendees and presenters at the meeting to view recordings, click All meeting participants can view recordings using their meeting entry information.
3. In the “Participant Recording to Their Local Computer “ select one of the options below:
   - Disable recording to local computer.
   - Only presenters can record.
   - Presenters can record and presenters can allow attendees to record.

To disable the option for participants to record on their local computer select: “Disable recording to local computer”.

To allow presenters to record the meeting locally, click the Only Presenter can record option.

To give the presenter permission to allow attendees to initiate a personal recording, click Presenters can record and also allow attendees to record.

Note: The Personal Recording will be saved locally and can always be accessed by the person who created them.

SAVING YOUR OPTIONS

When you are done setting up your meeting options, you can click “Set as Default” to save the same settings for all your future meetings or you can click “OK” to save the settings only for the meeting you are creating now. At this point, you will be back to Meeting Details page where you can obtain detailed information about your meeting, join your meeting as a presenter or attendee, import a document in your meeting or start recording using the Recording Control Panel. All these options are available under the “Actions” menu on Meeting Details page.

To test Meet Now options:

1. On the Meet menu, click Meet Now. A separate meeting window will open.
2. In the Voice and Video pane, click Options, then View Call-In Details.
3. Verify that your audio information is correct.

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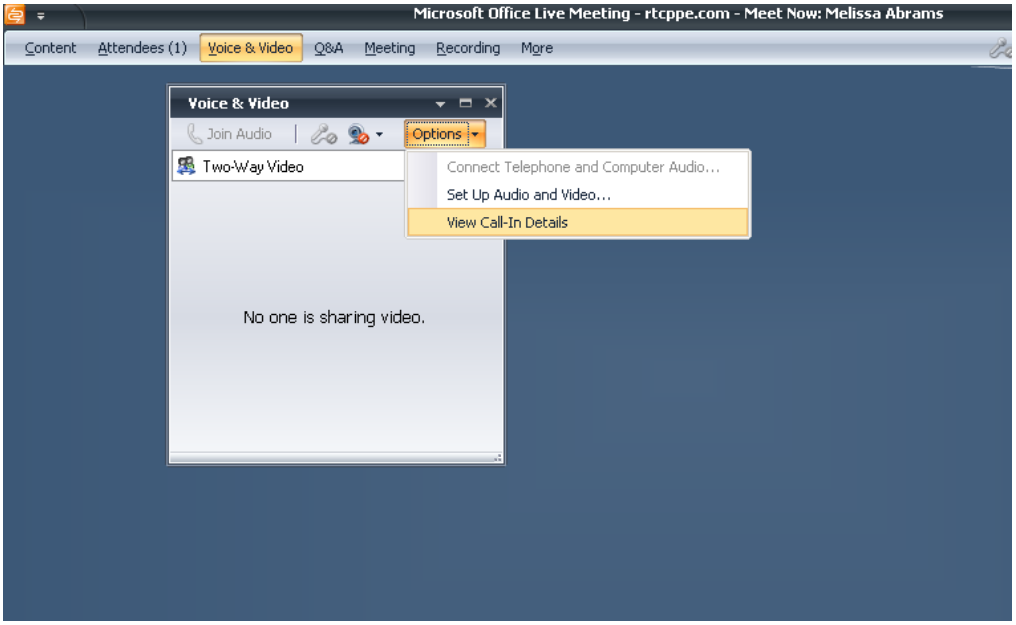


To test scheduled meeting options:

1. On the Meet menu, click Schedule Meeting.
2. In the To field, type your full e-mail address (for example, somebody@companyabc.com). This will instruct Live Meeting to send you an invitation to the meeting.
3. In the Subject box, type a subject for the meeting (for example, "Test Meeting").
4. Schedule the meeting for the current time by using the Start time and End time list boxes.
5. Click Send Invitations.

When the meeting invitation arrives, open the invitation, and make sure that it contains the expected information. If you are using phone conferencing for your meetings, make sure that your invitation has the correct phone conferencing number and participant code. If any information is wrong or missing, repeat the steps to schedule a Live Meeting and click Meeting Options, correct the settings as necessary, and then click Save As Default. After this has been completed, schedule a new test meeting.

To join the meeting that you have scheduled:

1. Open the e-mail invitation for the meeting.
2. In the meeting invitation, click the Join Meeting link.
3. On the Join Meeting page, enter your name, and then click Join Meeting.
4. Live Meeting starts the Live Meeting Console, and your scheduled meeting is displayed.

*Option available only on branded customer sites.

Using Meet Now Meetings

To meet now, click on the Meet Now: (Your Name) link from the My Home page or choose Meet Now under the Meet section on the left of your Meeting Manager screen. You are immediately connected to a meeting.

To access meet now details, click on the Meet Now Details link. From the "Meet Now Details" page, you can:

- Join as a presenter
- Join as an attendee
- Modify meet now options
- Upload files
- Access the support control panel
- Access the recording control panel

Scheduling a Meeting

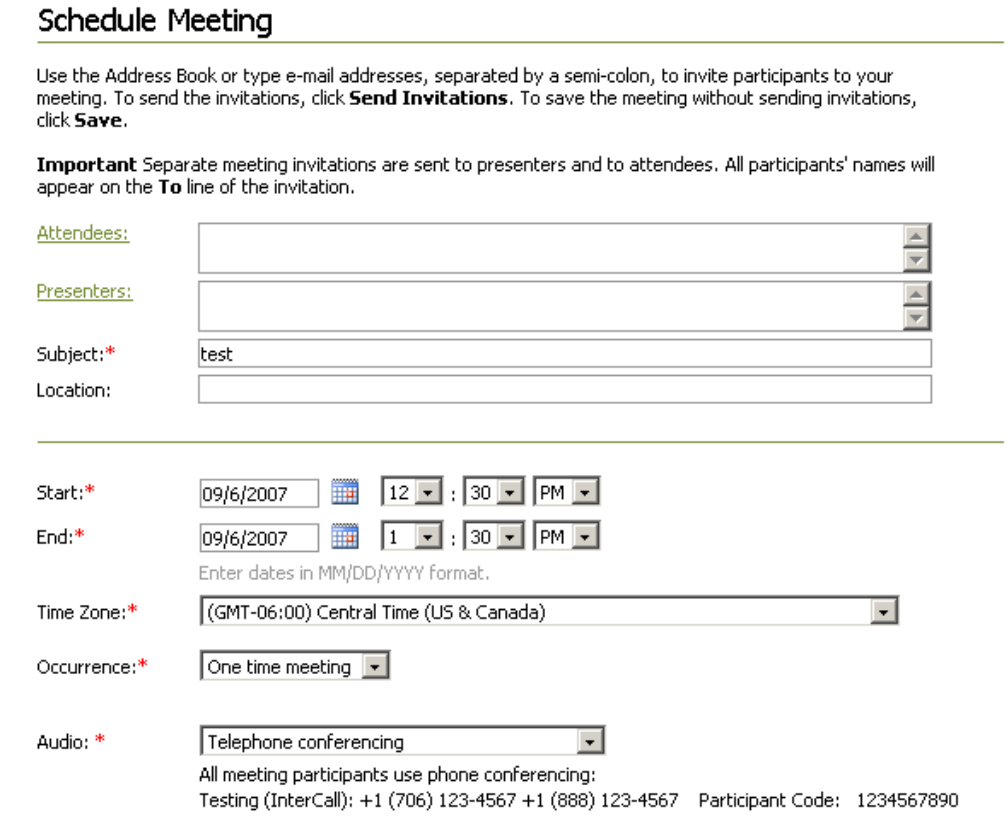
You can use Live Meeting to schedule meetings and invite participants, just as you would for a meeting in a physical conference room.

SCHEDULE A MEETING BY USING THE LIVE MEETING MEETING MANAGER

To schedule a meeting with the Live Meeting Manager

1. On the My Home page, in the Meet area, click Schedule Meeting.
2. Click Attendees to select the attendees you want to invite from the Live Meeting address book, and then click Presenters to select the presenters you want to invite. For participants who do not appear in the address book, you can type each user's full e-mail address (for example, someone@example.com) in the Attendees or Presenters box.
3. Type the subject for the meeting, and location if desired.
4. Select the start and end dates and times, and adjust the time zone if necessary.
5. In the Occurrence box, click One Time (occurs once only), Recurring (occurs on a regular schedule with a specified end date), or Ongoing (no end date enforced).
6. Select your audio preference for the meeting: Live Meeting without Audio, Telephone Conferencing (using our Reservationless-Plus), Computer audio conferencing*, or Telephone and computer audio conferencing*. You may also select the checkbox below to enable Internet Audio Broadcast*.

*Option available only on branded customer sites.

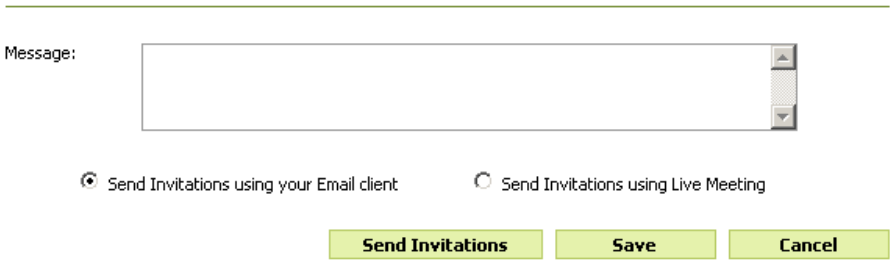

Schedule Meeting
Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click Send Invitations. To save the meeting without sending invitations, click Save.
Important Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the To line of the invitation.
Attendees:
Presenters:
Subject:*
test
Location:
Start:*
09/6/2007
12 : 30 PM
End:*
09/6/2007
1 : 30 PM
Enter dates in MM/DD/YYYY format.
Time Zone:*
(GMT-06:00) Central Time (US & Canada)
Occurrence:*
One time meeting
Audio: *
Telephone conferencing
All meeting participants use phone conferencing:
Testing (InterCall): +1 (706) 123-4567 +1 (888) 123-4567 Participant Code: 1234567890

7 To override the default scheduled meeting options for this meeting only, click Meeting Options, and then make the necessary changes. For more information, see Setting Your Meeting Options.

8 In the Message text box, type the custom message that you want to appear in the invitation.

9 Select the option for sending your invitations: Send Invitations using your Email client, or Send Invitations using Live Meeting. Click Send Invitations to send the invitations to the invitees.

Note: if you opt to send invitations via your Email client, you will be directed to a page in which you can send invitations via Outlook, or copy and paste the invitation information into your own calendar invitation to send to invitees. You are given separate invitations for Presenters and Attendees.



Allow several minutes for the meeting invitations to arrive in the Inbox of each invitee. Live Meeting sends a separate meeting invitation to each of the presenters and attendees you invited. The invitation contains your personal message if you provided one, the standard Live Meeting greeting text set by your Live Meeting account administrator, and the

*Option available only on branded customer sites.

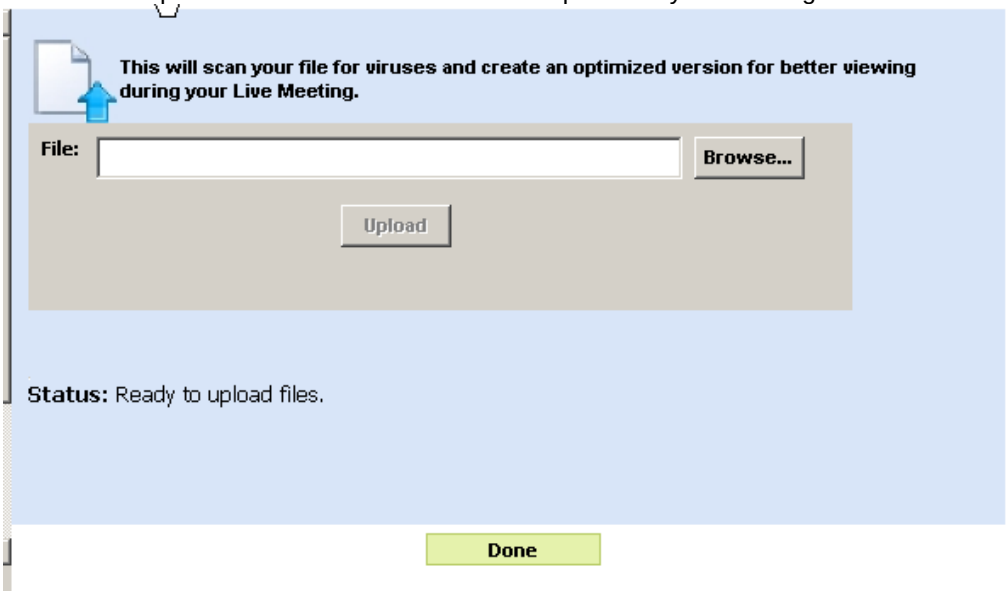
meeting details that each participant will need in order to join the meeting. Invitees also receive a calendar item that they can add to their calendars.

UPLOAD FILES

You can use this feature to import documents in your meeting using the Live Meeting manager. This option will scan your files for viruses and create an optimized version for better viewing during your Live Meeting.

To use the Upload Files feature:

1. Click the “Upload Files” link on the Meeting Details page
2. Click Browse to select your file and then click Upload
3. Your presentation will be scanned and imported to your meeting.


This will scan your file for viruses and create an optimized version for better viewing during your Live Meeting.
File:
Browse...
Upload
Status: Ready to upload files.
Done

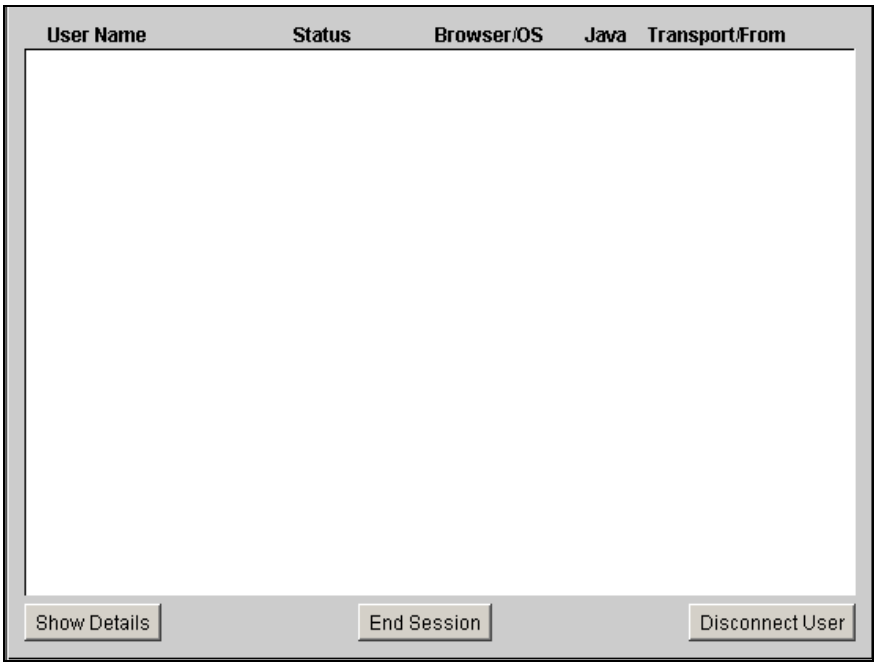
*Option available only on branded customer sites.

SUPPORT CONTROL PANEL

The support control panel can be used while a meeting is in progress to monitor and manage the attendees of the meeting. To access the support control panel, click on the Support Control Panel link on the Meeting Details page.

The following table describes the parts and functions of the Support Control Panel.

Part	Function
User Name field	Provides the name entered by the user.
Status field	Informs you of the status of the connection.
Browser/OS field	Provides the web browser, web browser version, and operating system of the user.
Java field	Provides the version number of the Java Virtual Machine in the user's web browser.
Transport/From field	Informs you of the transport mechanism and the address of the user's machine.
Show Details button	Displays detailed technical information about the selected user's connection.
End Session button	Forcibly terminates all connections.
Disconnect User button	Forcibly terminates the selected user's connection.



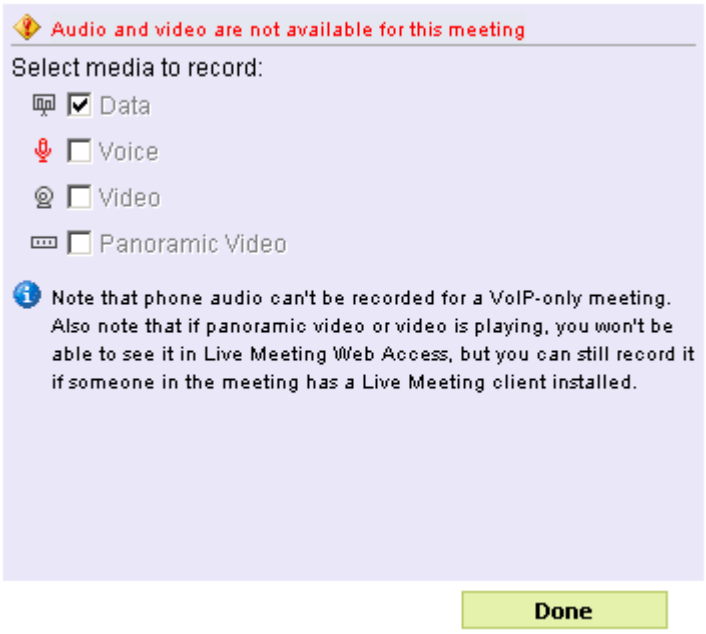
*Option available only on branded customer sites.

RECORDING CONTROL PANEL

You can use this feature to select the media you would like to record, configure the phone connection and start the recording.

To use the "Recording Control Panel" feature:

1. Click the "Recording Control Panel" link on Meeting Details page.
2. Select the media you would like to record (Data, Voice, Video, Panoramic Video)
3. Click "Configure Phone" and enter - or verify - the Audio information; including the conference call number, participant code and the Dialing Keys.
4. Click "Connect" to connect the console to the audio bridge.
5. Click the Record button. When you stop the recording, you are presented with three options:
   - Save Recording
   - Discard Recording
   - Continue Recording
6. Choose the appropriate option.


Audio and video are not available for this meeting
Select media to record:
Data
Voice
Video
Panoramic Video
Note that phone audio can't be recorded for a VoIP-only meeting. Also note that if panoramic video or video is playing, you won't be able to see it in Live Meeting Web Access, but you can still record it if someone in the meeting has a Live Meeting client installed.
Done

*Option available only on branded customer sites.

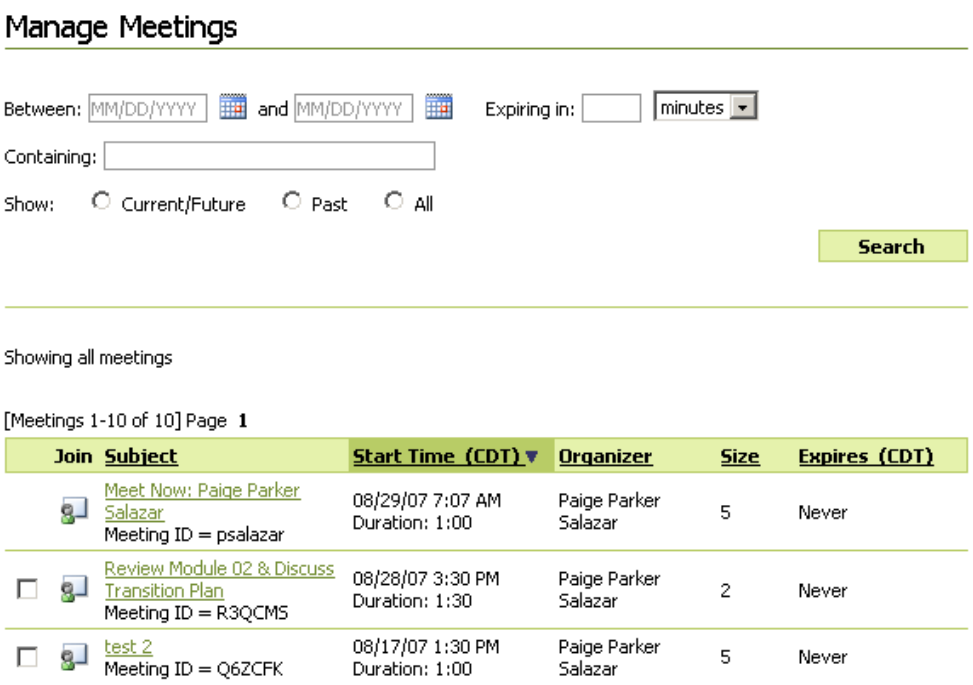
Managing Your Account

In the Manage section, you can manage your Meetings, Recordings, Storage, User Preferences, Address Book*, and Events*.

MANAGE MEETINGS

You can manage your existing or already scheduled meetings by clicking Meetings under the Manage section. This page allows you to Join, Edit and Delete your meetings.

You can search for a meeting: Within a specific date range; By expiration date; Containing key word(s); or In Current/Future, Past, All. From the Manage Meetings page you may also sort your meetings by clicking on the appropriate column heading for: Subject, Start time, Organizer, Size, and Expires.

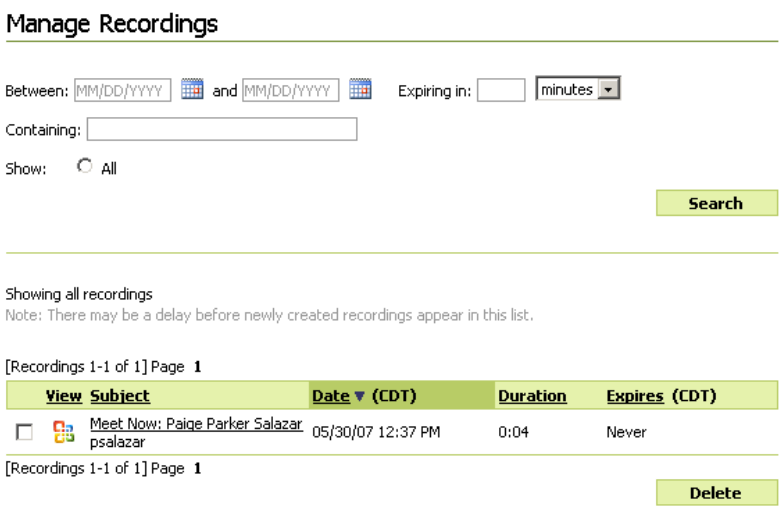


MANAGE RECORDINGS

Similar to the Manage Meetings page, the Manage Recordings section allows you to manage your recorded meetings. From this page, you can View, Edit Recording Details, and Delete Recordings.

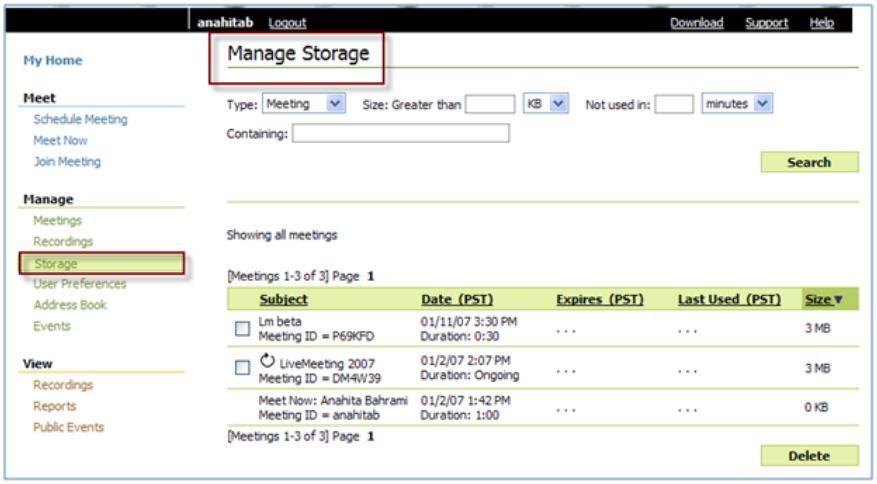
Through the Search function, you can show: Recordings within a specific date range; Recordings by expiration date; Recordings containing key word(s); or All recordings

*Option available only on branded customer sites.


Manage Recordings
Between: MM/DD/YYYY and MM/DD/YYYY Expiring in: minutes
Containing:
Show: All
Search
Showing all recordings
Note: There may be a delay before newly created recordings appear in this list.
[Recordings 1-1 of 1] Page 1
View Subject Date (CDT) Duration Expires (CDT)
Meet Now: Paige Parker Salazar psalazar 05/30/07 12:37 PM 0:04 Never
[Recordings 1-1 of 1] Page 1
Delete

MANAGE STORAGE

This feature will allow you to search for and manage your Meetings and Recordings.



Using this feature, you can search for your meetings and recordings using different categories:

- Search for Meetings/Recordings by entering the size in the “Size: Greater than” field: KB, MB, GB.
- Search for Meetings/Recordings, which have not been viewed within a specified amount of time by entering a time in “Not used in” field, and choosing measurement: Minutes, Hours, Days, months.
- Search for Meetings/Recordings by entering the meeting name or ID in the Containing field.

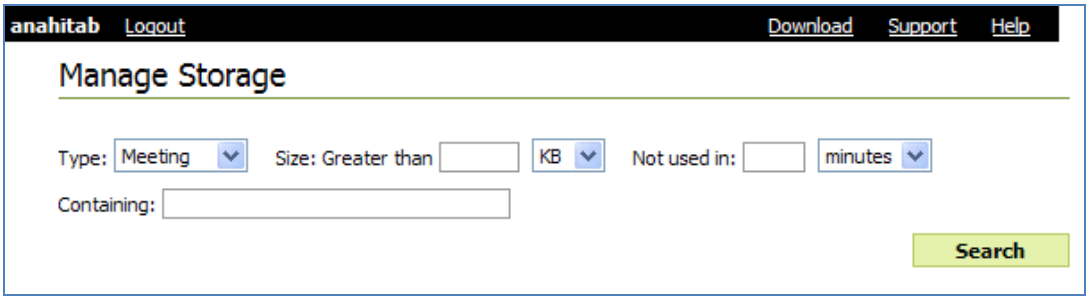
To use this feature:

1. Login to your Live Meeting account as an Organizer.
2. Click Storage on the left hand side of the screen.
3. Select Meeting or Recording for the Type and click Search. You will get a list of all your meetings or recordings.

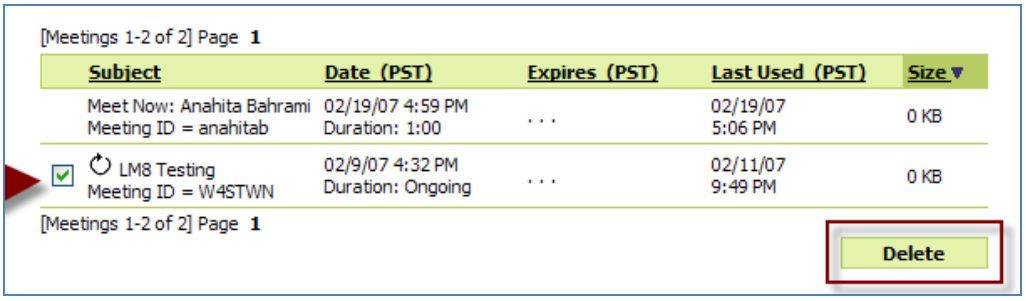
*Option available only on branded customer sites.

4 You can sort your data by Subject, Date, Expiration date, Last time used and Size.

5 If you are looking for a specific Meeting or Recording, select the category you want to search with, (Size, Time or the text containing) and click Search.



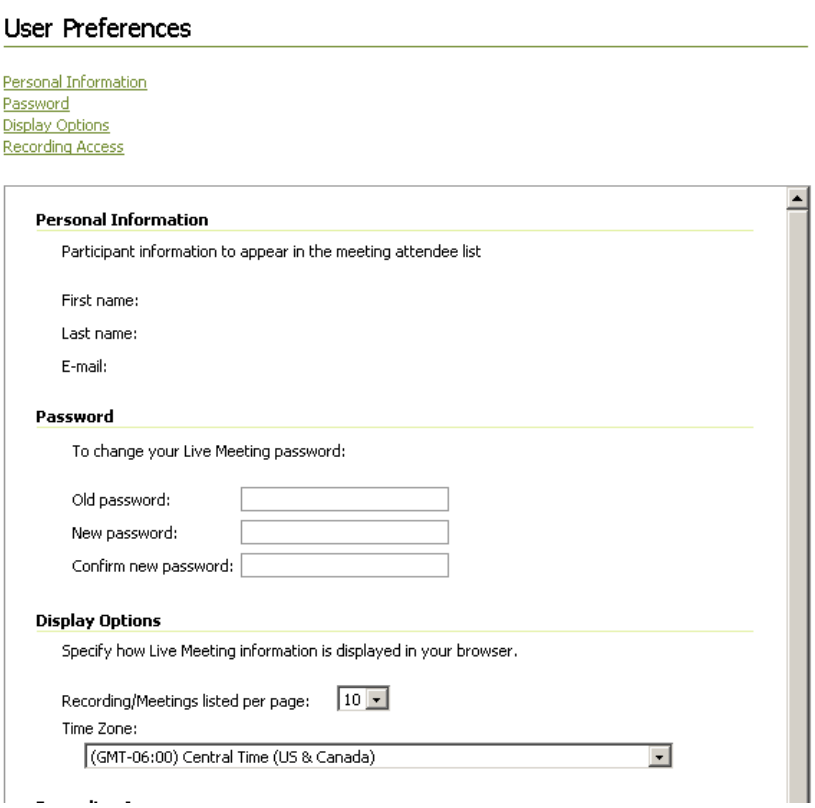
6 If you want to delete a meeting, check the box next to the meeting subject and then click Delete.



MANAGE USER PREFERENCES

By clicking User Preferences in the Manage menu, you can change your Personal Information, Password, Display Options, and Recording Access. Simply select the item in the top menu you would like to change, make the change on the screen, and then click the OK button when you have finished.

*Option available only on branded customer sites.



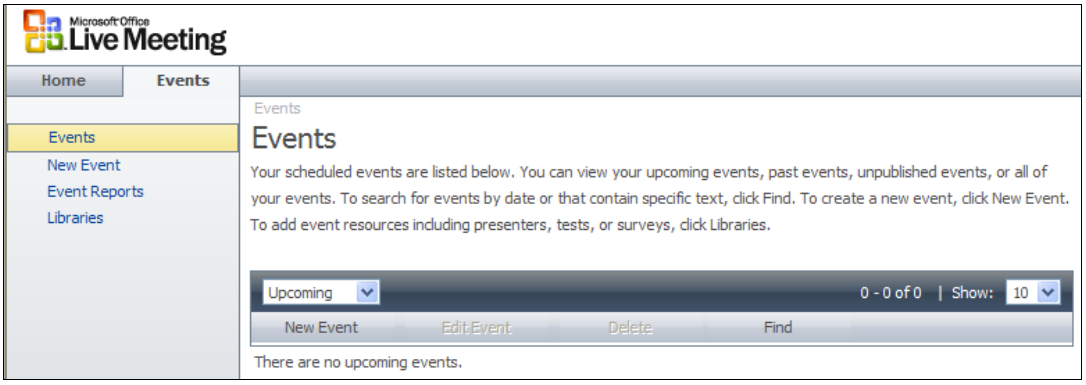
MANAGE ADDRESS BOOK*

The Address Book in the Manage section allows you to add contacts to your address book or manage those you have already added. You can search your existing contacts by last name, first name, or email address. Click Create New Contact and enter the contact's information if you would like to add a new contact to your list. You may also edit an existing contact's information or delete a contact from this page.

MANAGE EVENTS *

This feature will allow you to search for and view your events, (upcoming, past, unpublished), Create a new event, Run reports on your Events and manage your Organizer Libraries which include: Presenters, Tests, Surveys, Registration Questions, Entry page questions, Event branding.

*Option available only on branded customer sites.


Microsoft Office
Live Meeting
Home
Events
Events
New Event
Event Reports
Libraries
Events
Events
Your scheduled events are listed below. You can view your upcoming events, past events, unpublished events, or all of your events. To search for events by date or that contain specific text, click Find. To create a new event, click New Event. To add event resources including presenters, tests, or surveys, click Libraries.
Upcoming
0 - 0 of 0
Show:
10
New Event
Edit Event
Delete
Find
There are no upcoming events.

*Option available only on branded customer sites.

Viewing Recordings, Reports and Public Events*

VIEW REPORDINGS

To view your recordings, click on Recordings under the View section. This page will allow you to search for, sort, and view recordings.

- Search for Recordings by selecting the date range the recording has been available, and optionally entering the meeting name or ID in the Containing field.
- You can sort your data by Media Format, Subject, Date, Duration, and Organizer.

To view a recording, click the media symbol at the left of the screen next to the recording you wish to view.

VIEW REPORTS

Meeting reports provide both summary and detailed information about Live Meeting meetings:

- Meeting List report. Lists the meetings and attendance for a given time period.
- Meeting Attendance report. Lists users and the role they played (presenter or attendee), the browser used, the time they arrived and the duration of their attendance for a meeting. It also includes a list of email addresses and company names if attendees and presenters were required to enter this information.
- Meeting Poll report. Indicates how each person attending the meeting voted in response to each Polling slide that was shown. It also includes a percentage summary of the votes.

*Option available only on branded customer sites.

Meeting List Report

This report lists the meetings and attendance for a given time period
Reports may not reflect activity from the last two hours.

Download CSV

Filter

Show all meetings between: 08/7/2007 and 09/7/2007
Note: Please use MM/DD/YYYY date format

View

Report

Showing all 11 meetings between 08/7/2007 and 09/7/2007 for organizer "psalazar"
Note: Click on the "Meeting ID" link to get the Attendance Report for that meeting

Activity Day	Meeting ID	Type	Subject	Attendance	Reservation Size	Connection Time (HH:MM:SS)	View Poll
Aug 29, 2007	psalazar	Meet Now	Meet Now: Paige Parker Salazar	1	5	9:49:56	
Aug 28, 2007	R3QCMS	Scheduled	Review Module 02 & Discuss Transition Plan	1	2	0:47:35	
Aug 23, 2007	psalazar	Meet Now	Meet Now: Paige Parker Salazar	2	5	5:33:36	
Aug 14, 2007	psalazar	Meet Now	Meet Now: Paige Parker Salazar	1	5	1:08:25	

Recording reports allow you to monitor the number of recordings available and how often they are viewed:

- Recording List. Shows the recordings available for a given time period and the number of times each one was viewed.
- Recording Details. Lists users who viewed a recording and indicates when the user viewed it, the user IP address, company and browser.

Recording List Report

This report shows the recordings available for a given time period and the number of times each one was viewed

Download CSV

Filter

Show all recordings available for viewing between: 08/7/2007 **and** 09/7/2007
Note: Please use MM/DD/YYYY date format

View

Report

Showing all 1 recordings between 08/7/2007 and 09/7/2007 for organizer "psalazar"
Note: Click on the "Recording ID" link to get the Recording Details for that recording

Start Time (CDT)	Recording ID	Bill To	Views	Duration (HH:MM:SS)	File Size (Mb)
05/30/2007 12:37 PM	psalazar		4	0:04:00	1.59

Total Recordings	Average per viewed Recordings	Duration (HH:MM:SS)		File Size (Mb)	
		Total	Average	Total	Average
1	4	0:04:00	0:04:00	1.59	1.59

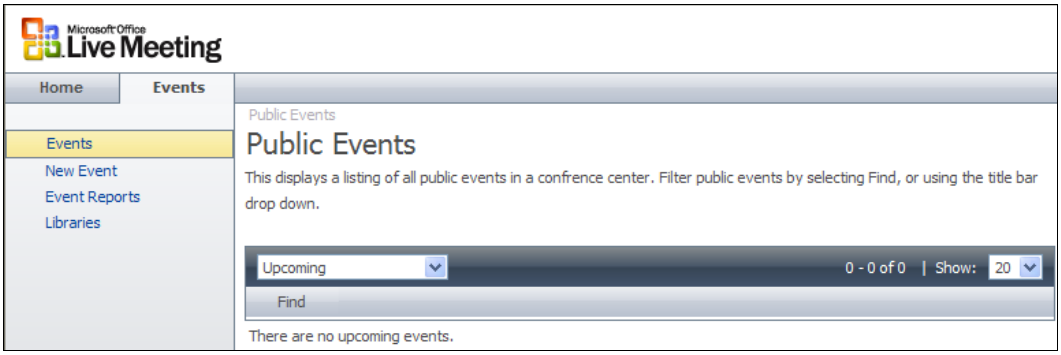
To generate a Meeting List or Recording List report, click Reports under the View menu. Then, click Meeting List or Recording List report. You can search by date range, and sort your meetings and recordings. In addition, clicking on the Meeting ID or Recording ID generates attendance reports for those sessions.

*Option available only on branded customer sites.

VIEW PUBLIC EVENTS*

This Feature will allow you to view a listing of all public events in a conference center. Filter public events by selecting Find, or using the title bar drop down.

You will also be able to Create a new event, Run reports on your Events and manage your Organizer Libraries, which include Presenters, Tests, Surveys, Registration Questions, Entry page questions, Event branding.

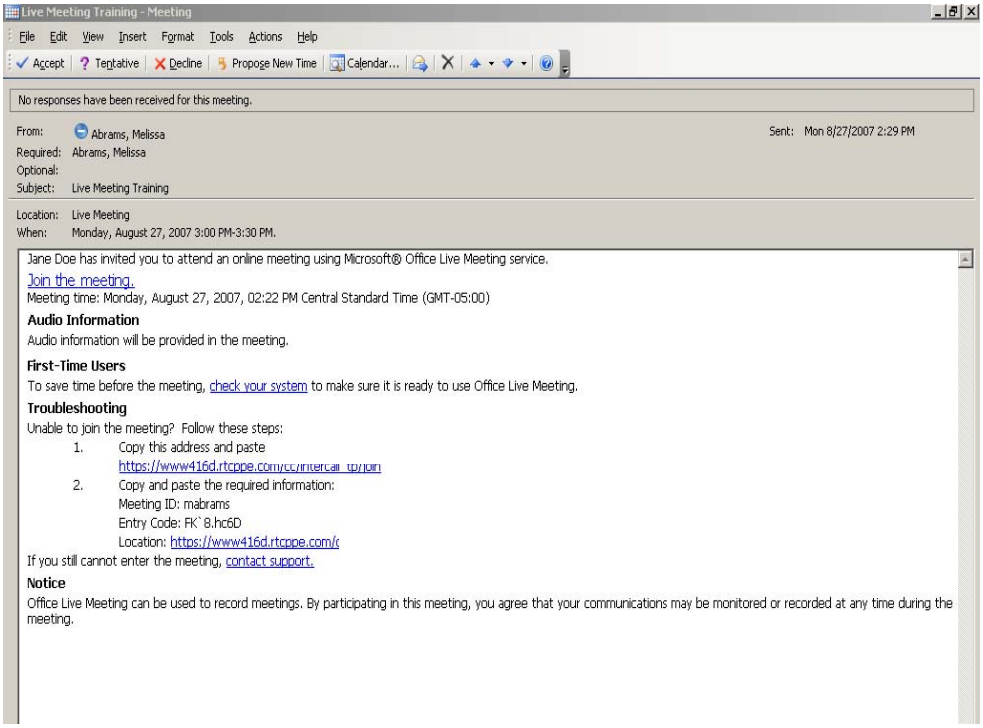

Microsoft Office Live Meeting
Home
Events
Events
New Event
Event Reports
Libraries
Public Events
Public Events
This displays a listing of all public events in a confrence center. Filter public events by selecting Find, or using the title bar drop down.
Upcoming
0 - 0 of 0 | Show: 20
Find
There are no upcoming events.

NOTE: For detailed information on Events, please see the Scheduling Events guide

How to Join a Live Meeting session

The e-mail invitation to a Live Meeting session contains all the information you will need to join the meeting and to connect to the audio portion of the meeting.

JOIN A MEETING FROM AN E-MAIL INVITATION


Live Meeting Training - Meeting
File Edit View Insert Format Tools Actions Help
Accept Tentative Decline Propose New Time Calendar...
No responses have been received for this meeting.
From: Abrams, Melissa
Sent: Mon 8/27/2007 2:29 PM
Required: Abrams, Melissa
Optional:
Subject: Live Meeting Training
Location: Live Meeting
When: Monday, August 27, 2007 3:00 PM-3:30 PM.
Jane Doe has invited you to attend an online meeting using Microsoft® Office Live Meeting service.
Join the meeting.
Meeting time: Monday, August 27, 2007, 02:22 PM Central Standard Time (GMT-05:00)
Audio Information
Audio information will be provided in the meeting.
First-Time Users
To save time before the meeting, check your system to make sure it is ready to use Office Live Meeting.
Troubleshooting
Unable to join the meeting? Follow these steps:
1. Copy this address and paste
2. Copy and paste the required information:
Meeting ID: mabrams
Entry Code: FK`8.hc6D
Location:
If you still cannot enter the meeting, contact support.
Notice
Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

*Option available only on branded customer sites.

Typically you will join a Live Meeting session from an e-mail invitation that you receive in your mail client Inbox. The invitation may be for a scheduled meeting or for an informal Meet Now meeting (where a co-worker has just sent you and invitation to meet in their virtual workspace). The e-mail invitation contains the information that you need to get into the meeting and to connect to the audio portion of the meeting.

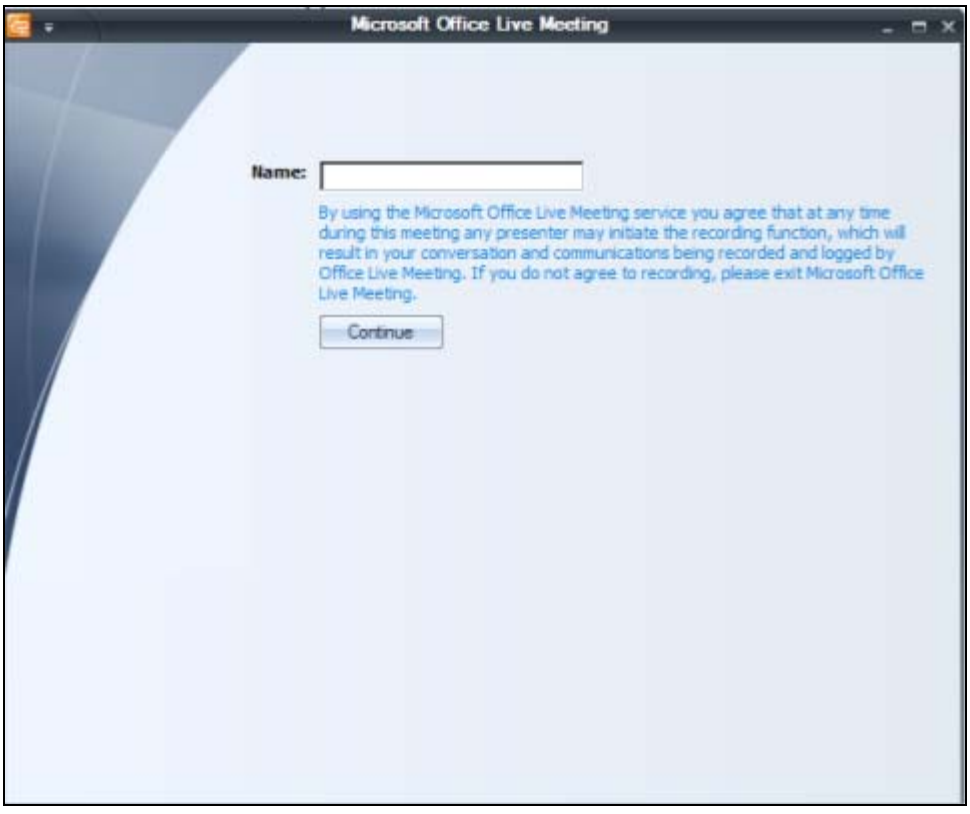
TO JOIN A LIVE MEETING SESSION FROM AN E-MAIL INVITATION

Click Join the meeting in the e-mail invitation.

1. If you have not attended a Live Meeting session before, you will be prompted to install the console.
2. Enter your name in the Name field as you wish it to appear in the Attendee's panel.
3. Live Meeting sessions may be recorded, and you must read and accept the recording agreement before joining the session.
4. Click Join.

The installed console size is small enough to download and install quickly over a typical broadband connection. Estimated download time is based on available bandwidth.

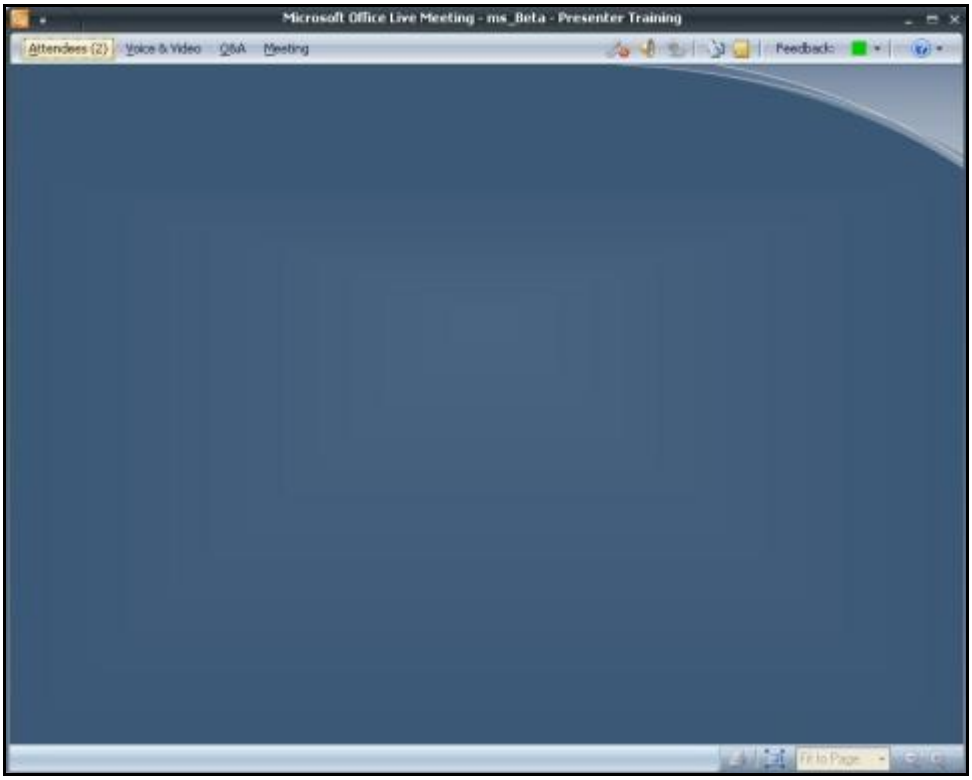
It is important to remember that the record meeting function can be activated at any time, and may be activated by other participants if the presenter gives this permission. The first time you enter a meeting, take the time to read the text in the windows that appear.


Microsoft Office Live Meeting
Name:
By using the Microsoft Office Live Meeting service you agree that at any time during this meeting any presenter may initiate the recording function, which will result in your conversation and communications being recorded and logged by Office Live Meeting. If you do not agree to recording, please exit Microsoft Office Live Meeting.
Continue

As the meeting client loads, you will see the message, "You are now connecting to the meeting."

*Option available only on branded customer sites.

When this message disappears, the meeting client is active and you are ready to begin your Life Meeting session. The image below is of an empty Live Meeting 2007 ready for any panels you wish to open. Later images will show a “standard” panel setup.



CONNECTING TO THE AUDIO CONFERENCE

Depending on how the meeting was scheduled, you may have multiple audio options.

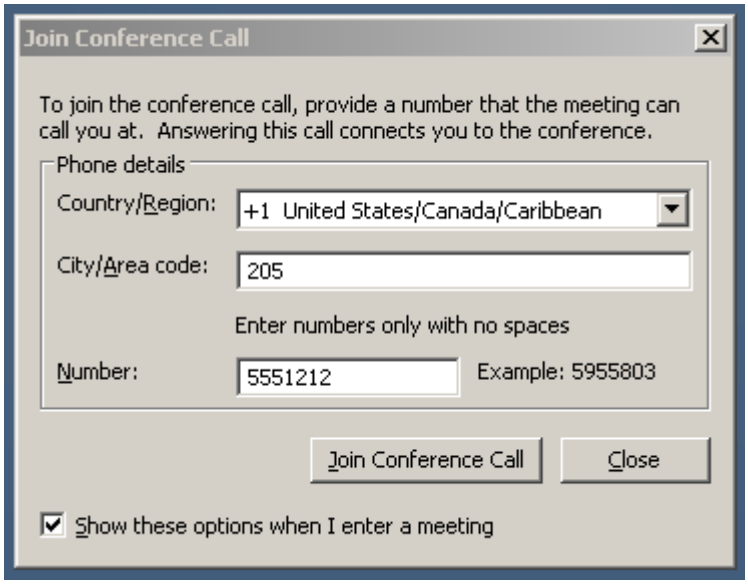
- If the meeting uses **Telephone Conferencing**, you can have the Reservationless-Plus conference call you, or you can use your telephone to dial into the conferencing service.
- If the meeting uses **Computer Audio***, you can connect to the meeting and use your computer’s speakers and a microphone, or you can use a headset with a microphone.
- If the meeting uses both **Telephone Conferencing** and **Computer Audio*** you may choose which method you wish to join the audio portion of the meeting.

*Option available only on branded customer sites.

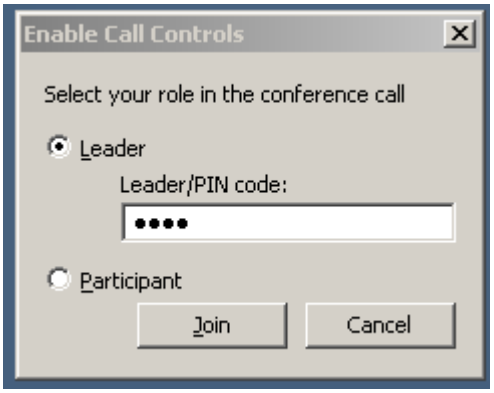
To connect to the audio portion when using Telephone Conferencing only:

1. Once you have logged into your meeting, the Join Conference Call dialog box should appear. If not, select Voice and Video from the top menu.

2. Select your County/Region from the drop down menu then enter the area code and phone number at which you wish to be called in the Call me at fields.


Join Conference Call
To join the conference call, provide a number that the meeting can call you at. Answering this call connects you to the conference.
Phone details
Country/Region:
+1 United States/Canada/Caribbean
City/Area code:
205
Enter numbers only with no spaces
Number:
5551212
Example: 5955803
Join Conference Call
Close
Show these options when I enter a meeting

3. Click Join Conference Call.
4. Select the Leader radio button then enter your Reservationless-Plus Leader PIN.
5. Click Join



6. To confirm the connection, make sure that a telephone icon appears next to your name in the Attendees tab in Live Meeting.

To connect to the audio portion if your meeting uses both Telephone Conferencing and Computer Audio*:

1. Click **Voice & Video** to open the **Voice & Video** pane.

*Option available only on branded customer sites.

2 Do one of the following:

- If you are already connected to computer audio, click the down arrow next to the **End Call** button, and then click **End computer call and connect with my phone**.

- If you are not connected to audio, click the down arrow next to the **Join Audio** button, and then click **Call Me**.

3 If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.

4 In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the **Leader** button, type the leader code, and then click **Join**.

To connect to telephone conferencing by dialing into the service:

1 Click **Voice & Video** to open the **Voice & Video** pane.
2 Click the down arrow next to **Join Audio**.
3 Click **View Dial-In Details**, and then use your telephone to dial the numbers listed.

To connect to computer audio*:

1 Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
2 Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

What to do if you experience problems joining the conference call:

In some cases, you will experience problems connecting to a conference call, perhaps because a wrong number is supplied in the invitation or because the information is simply missing. A good way to resolve conference call problems at meeting time is to join the meeting and then use the Chat feature in the Live Meeting Console to communicate with the meeting organizer.

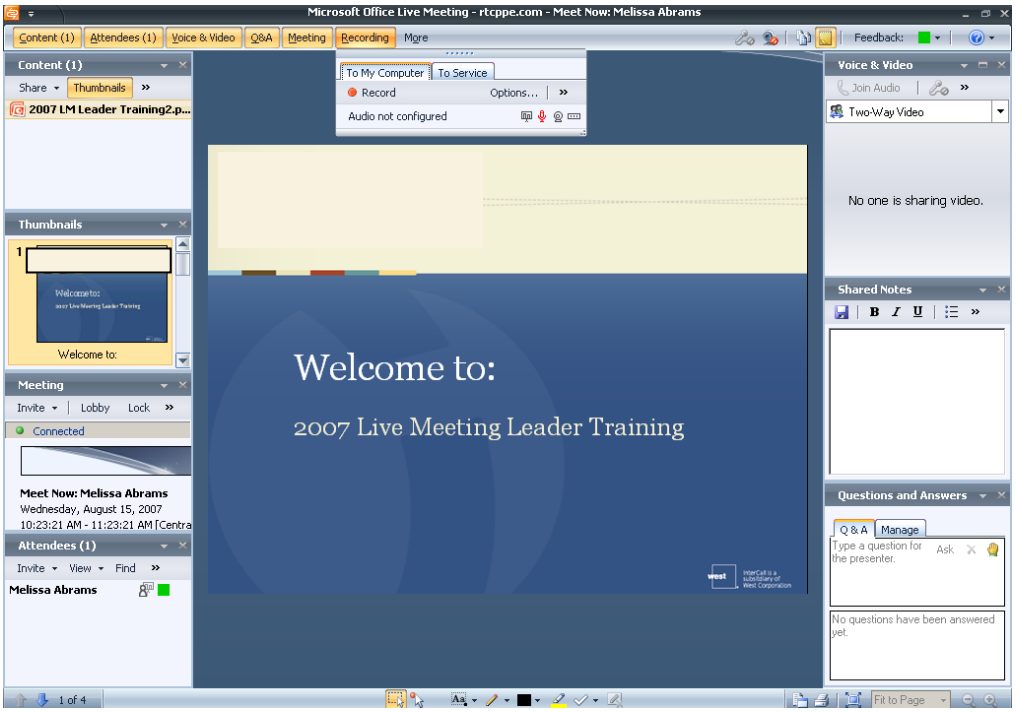
*Option available only on branded customer sites.

Presenting a Live Meeting Session

LIVE MEETING CONSOLE COMPONENTS

The Live Meeting console is made up of multiple components:

- Presentation area in the middle of the console.
- Control panels (panes) accessible on the top of the console.
- Annotation and slide controls located on the bottom of the console.



CONTENT

The Content pane displays the list of resources (including documents, slides, and shared resources) currently available for the meeting. Use this pane to add, access or manage meeting content or handouts.

The following options are available in this pane:

- Share
- Thumbnails
- Lock
- Manage
- Content SlideShow

ATTENDEES

The Attendees pane displays a list of all active participants and ways in which you can interact with each participant.

The following options are available in this pane:

*Option available only on branded customer sites.

- Invite
- View
- Find
- Voice
- Permissions
- Rooms – Allows the Presenter to create Breakout rooms.*

Breakout rooms allow the presenter to separate the meeting participants into groups and place each group in their own virtual room.

VOICE & VIDEO

Use this pane to view or manage meeting voice and video.

The following options are available in this pane:

- Phone
- Mute / Unmute Speaker – Includes Speaker Volume*
- Mute / Unmute Microphone – Includes Microphone Level*
- Show / Hide Video from web cam
- Options
  - Connect Telephone and Computer Audio*
  - Audio/Video Tuning Wizard
  - View Dial-In Details
- View Current Speaker

Q&A (QUESTIONS AND ANSWERS)

The Q&A pane displays questions asked by meeting participants, so that presenters can respond. Use this pane to ask, answer or manage questions and raised hands.

The following tabs are available in this pane:

- Q&A
- Manage

MEETING

Displays console branding and meeting information. Use this pane to display detailed information about the current meeting.

The following options are available in this pane:

- Invite
  - By e-mail
  - To Conference Call
- Lobby
- Lock
- Exit
- Exit and End Meeting

*Option available only on branded customer sites.

RECORDING

Use this pane to create and manage recordings for the current event.

The following options are available in this pane:

- To My Computer*
- To Server

Each participant can show or hide each pane in his or her console. As a pane is selected a list of menu options is available. The pane can be detached from the top bar, and display as a separate window or be docked into the meeting console. Each pane that is displayed and docked will shrink the content of the presentation to be displayed.

As the organizer of a meeting, you can control which console panes are available to participants. You can control these settings in two ways:

- In advance of the meeting, in the Additional Features section of your Meeting Options window or Meet Now options, configure the panes to be made available to participants.

- During the meeting, in the Attendee Permissions window, configure the panes to be made available to participants.

The following steps can be used to manipulate the panes. You follow these steps with the activity below.

To dock a pane:

1. Select the pane to open from the panes or command bar.
2. Select the pane option to view.
3. Position the cursor over the top of the pane, until the move cursor displays, and the message Drag to make this panel float message appears.
4. Left click, and drag the pane to the desired location. As you drag the pane around the console, different areas will be highlight to display a location the pane can be docked.

To minimize a pane once it is docked, click the Minimize button on the pane's title bar. You can redisplay the pane at its full size by clicking the button a second time.

To close a pane, click the Close button on the pane's title bar. You can redisplay the pane by opening the pane from the pane menu.

To Move a Docked pane:

1. Left click the title bar of the pane.
2. Move to the desired location.
3. If the pane is closed while the pane is not docked, the next time the pane is opened, it will be opened docked to the command bar.

In addition to managing panes, you and other participants can by changing the console to Full Screen mode.

*Option available only on branded customer sites.

Content

SHARE CONTENT

There are multiple methods of sharing. You can share information any of the following ways:

+ Add File to Meeting
Add a specific file to the meeting to be viewed or edited

+ Share an Open Program
Display a specific application currently open on the desktop.

+ Share the Desktop
Display the entire desktop, and all applications.

UPLOAD FILE TO MEETING

Upload File (View Only) will upload a file, located on the presenter's computer, to the meeting. To upload a file, perform following tasks.

1 Click Content to display the Content pane

2 Click Share and select Add File to Meeting, and click Upload File (View Only).

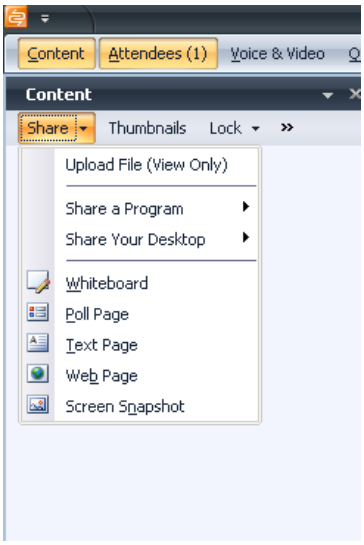
View
Select this option to display a copy of the file. Other participants will be unable to edit this file.

Choosing this selection simply uploads the file from the presenters' computer to the Live Meeting servers. The file will then be displayed on all the meeting participants' computers.

Edit
Select this option display an editable copy of the file. All participants will be able to edit this file.

This selection opens the chosen file in its designated program to be displayed to all attendees.

*Option available only on branded customer sites.



3 In the Choose a document to share window, select a document and click Open.
4 In the Import to Live Meeting window, click Continue. Windows will display the progress of content being uploaded.

After the content has been uploaded to the server, click the document in the Content panel.

SHARE A PROGRAM

Share a Program will display an application that is currently installed on the presenter's computer. The following steps can be used to Share the application.

1 On the Content pane, click Share.
2 Select Share a Program, and then click the program to be shared. Live Meeting enters Sharing mode (in your console only), and the program and its content will be visible to all participants.
3 In the Sharing Command bar, click the blue arrow to end sharing and return to meeting console.

SHARE THE DESKTOP

Sharing the desktop is a method, for sharing all programs currently open on the presenter's desktop. Any content that is viewable on the presenter's computer will be viewable by all participants in the meeting.

To share the desktop, perform the following tasks:

1 On the Content pane, click Share.
2 Select Share the Desktop, and click one of the following options:

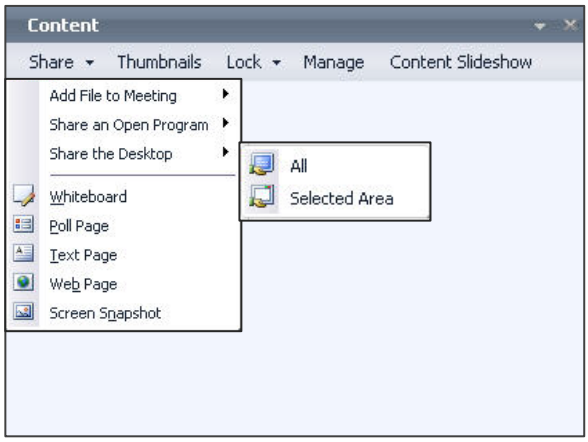
- All

Select this option to share all activity on your computer

- Selected Area

*Option available only on branded customer sites.

Select this option to share a portion of your desktop within a Sharing frame. Then, move and resize the Sharing frame to the area to be shared

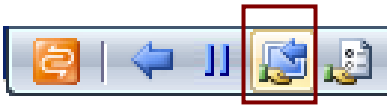


3 In the Sharing Command bar, click the blue arrow to End sharing and return to meeting console.

Live Meeting enters Sharing mode (in your console only), and the desktop is visible to all participants.

To share control of your computer with another presenter:

1 In the Sharing controls, click the Give Control button.
2 In the Give Control dialog box, click the name of attendee to whom you want to give control, and then click OK.



The controlling participant can now use the selected items on your computer. For example, if you give control of Microsoft Word, all participants see the controller's use of the Word document you are sharing.

To end application sharing control:

+ On the Sharing controls, click the Take Control button.

OTHER MEETING CONTENT

Collaborative slides are Live Meeting slides that help you collaborate with other attendee's Unlike PowerPoint presentations, collaborative slides do not need to be imported or created in advance. You can insert collaborative slides spontaneously during a meeting, to help capture a certain idea or brainstorm with other attendees.

The following five collaborative pages are available:

*Option available only on branded customer sites.

- Whiteboard page - A Whiteboard page is a blank image page upon which you can draw, add text and stamps, and highlight information, by using the Annotation tools. For example, if you want to quickly create a flow chart to illustrate a point, insert a White Board and then use the Annotation tools to draw squares, lines, and so on.

- Polling page - Use polling pages to find out attendees' reactions and opinions during a presentation. Polling pages are a great way to solicit feedback from attendees by allowing them to select from several responses to a question. You can create Polling pages ahead of time or insert them on-the-fly during your presentation.

- Text page - A Text page is a blank editable page upon which you can type. For example, if you want to type new information that is available to the audience to copy and paste, such as an action items list, you can create a Text page. When you create and work with a Text page, you can right click on the screen or use keyboard commands to copy, paste, cut, and delete text.

- Web page - A Web page lets you display a Web page to the attendees and provides each attendee with an independent connection to that URL, allowing them to navigate the site freely. Web pages are ideal for allowing attendees to complete a survey or form during your meeting.

- Screen snapshot - A Screen snapshot shows a captured screen shot from your computer, such as a captured spreadsheet or graphic. After you create a Snapshot, you can use the Annotation tools to add annotations to it.

Typically, you will add collaborative slides as new resources. However, you may choose to insert a collaborative slide into an existing resource—for example, as a new slide in a PowerPoint presentation resource that you previously imported.

To add a collaborative slide as a new resource, follow the appropriate instructions below.

CREATE A WHITEBOARD

The Whiteboard Page supports rich text format and the ability to change font face, font size and font color.

1. Click Content.
2. Click Share.
3. Click Whiteboard Page.
4. When the Whiteboard opens, click the drawing and text tools at the bottom of the window to create content.

CREATE A POLL

1. Click Content.
2. Click Share.
3. Click Poll Page.
4. In the Create Poll dialog box, type a question, and then type labels for each choice.
5. Click OK.

*Option available only on branded customer sites.

CREATE A TEXT PAGE

1. Click Content
2. Click Share.
3. Click Text Page.
4. When the Text Page opens, begin typing on the screen.

SHARE A WEB PAGE

1. Click Content.
2. Click Share.
3. Click Web Page.
4. In the New Web Page dialog box, type the URL you want attendees to visit.
5. Click Verify Web Page. The Web Page Check dialog box appears.
6. If the Web page displays correctly, click Create Web Page.

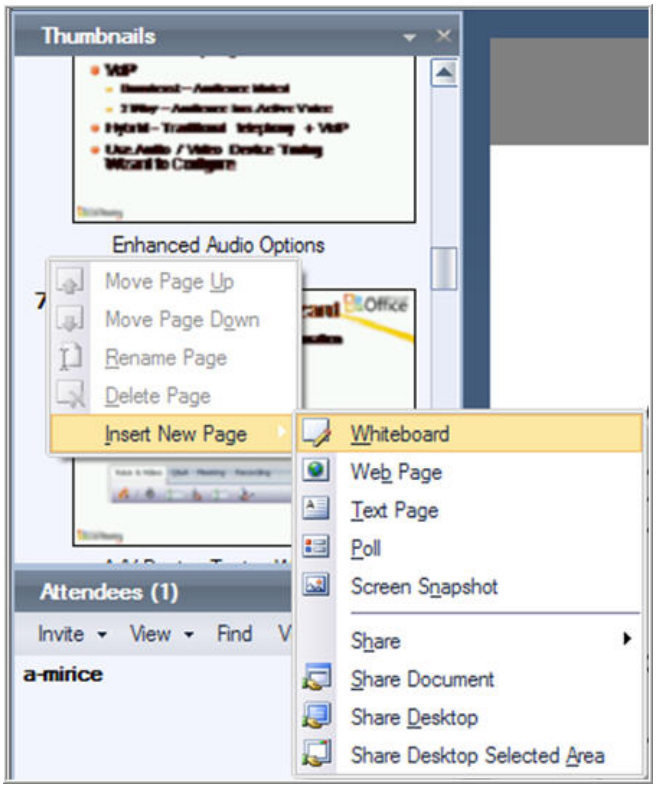
SHARE A SNAPSHOT OF A PORTION OF YOUR SCREEN

1. Click Content.
2. Click Share.
3. Click Screen Snapshot.
4. Position the frame over the area of your screen you want to share, and click the camera icon.

TO INSERT A COLLABORATIVE SLIDE INTO AN UPLOADED SLIDE DECK

1. Click Content.
2. Click the slide deck that you want to add a slide or page to.
3. Click Thumbnails.
4. In the Thumbnails pane, right-click the thumbnail directly above the point where you want to insert the slide, click Insert New Page.
5. Select the type of slide you want to add (Whiteboard, Web Page, Text Page, Poll, or Screen Snapshot.)

*Option available only on branded customer sites.



The slide is added below the insertion point you specified in the existing slide deck.

DRAG AND DROP UPLOAD

1. Open a folder on your desktop that contains the file that you want to upload.
2. Drag the file to the taskbar button for Live Meeting.
3. After Live Meeting becomes the active application drop the file on either the Content pane or the Presentation area. The file will begin to upload automatically.

DISPLAY CONTENT

Once resources are added to Live Meeting, they appear in the Content pane of the console, where you can reorder or rename them as needed. If a resource contains multiple parts (for example, a PowerPoint file made up of several slides), each part is displayed in a secondary panel, called the Thumbnails pane, when you click the resource in the console.

The following steps are used to display content that has been imported.

1. In the console, click Content.
2. In the Content pane, click the content to be displayed.

*Option available only on branded customer sites.

DISPLAY MULTIMEDIA CONTENT

1. In the console, Click Content.
2. In the Content pane, click the multimedia content to be displayed.
   When the content is loaded in the console, the playback buttons will be available.
3. Click the play button to start the multimedia content.

MANAGE MULTIMEDIA CONTENT

After the multimedia content has loaded on the attendee's local system, they will be able to control playback on their own system using the controls located at the bottom of the console.

The Presenter has the ability to lock and control playback of the content, by clicking lock.

LOCK THE CONTENT

The current presentation can be locked, so only the selected presenter is able to manage the current presentation. This prevents other presenters from accidentally taking control of the meeting.

Perform the following steps, to lock the content to a specific presenter:

1. On the Content pane, click Lock.
2. Select the presenter to manage the presentation.

ROTATE SLIDES

The presenter has the option to have the slides rotate automatically using a set timing between slides.

To setup rotating slides:

1. Select the content to be displayed.
2. On the Content pane, click >> and select Content Slideshow.
3. In the Content Slideshow window, select the seconds between page changes, and click Start.

The pages will now display for the set per number of seconds, and then automatically display the next slide.

To stop the rotating slides:

1. On the Content pane, click Content Slideshow.
2. In the Content Slideshow window, click Stop.

*Option available only on branded customer sites.

ANNOTATE SLIDES

The key to a successful presentation is making it easy for attendees to follow along. Using annotations is an effective way to guide attendees through a presentation, emphasize or illustrate key ideas during the event. With the annotation tools in Live Meeting, you can add text, draw lines and shapes, and add stamps to any imported resource, or to any Whiteboard or Snapshot slides. You can also highlight areas of importance by using the pointer or highlighter tools. After adding annotations, you can move them, copy and paste them, delete them, or clear all annotations at once. You can also use the Edit menu commands to copy, paste and delete annotations.

Note: Using the Clear Annotations on the Annotations toolbar, you can only clear annotations on one slide or page at a time. To clear all annotations for the resource with one click, you can use the Manage Meeting Resources window.

+ Annotation Tools are located at the bottom of the console in the Context Bar.

+ The following lists the annotation tools and describes how to use each tool:

Select Annotation	Use the Select Annotations tool to select an annotation that you added. To move an annotation, delete it, or use it with Edit commands such as Copy, you must first select the annotation by using this tool.
Pointer	Use the Pointer tool to point to information on the slide, similar to how a laser pointer works.
Draw Text	Use the Draw Text tool to add notes or a comment to a slide.
Draw Freehand	Use the Draw Freehand tool to draw lines, arrows, and shapes.
Color Picker	Pick the color of the text or lines to draw.
Highlighter	Use the Highlighter tool to highlight an area, similar to how you would use a yellow marker to underline a passage in text.
Check Stamp	Use the Stamp tool to add an arrow, check mark, or X to the slide.
Clear Annotations	Use the Clear Annotations tool to remove all annotations from a slide.

To allow the attendees to use annotations during a meeting, follow these steps.

1. Click Attendees in the command menu.
2. In the Attendees pane, click Permissions.
3. Select Annotate current content in the Attendee Permissions window to grant an attendee the permission to use annotations.
4. Click Close to close the window.

FULL SCREEN

The content in the presentation can be set to full screen to maximize the viewing area.

*Option available only on branded customer sites.

Click full screen icon in the Command Bar, which is located on the lower right-hand side of the console.

REVIEW CONTENT

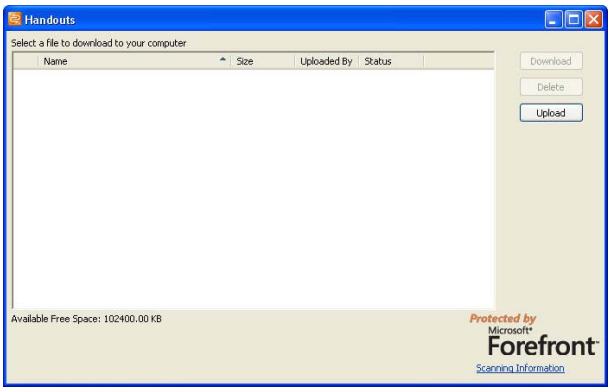
Content can be reviewed by other presenters without the possibility of them taking control of the meeting.

Click the Review Content, in the Command bar.

HANDOUTS

The key to a successful presentation is making it easy for attendees to follow along. Using handouts is an effective method to allow attendees to receive additional content that can be referenced after the event. Handouts are available to all attendees.

Note: The Download only or Upload and Download permission must be configured in the Attendee Permission section for Handouts to be available to attendees.



UPLOAD HANDOUTS:

1. On the Command Bar in the upper right of the console, click Handouts.
2. Click Upload in the Handouts pane.
3. Use the Open window to select a file, click Open to upload the file.

Note: The site administrator can prohibit certain file types from being uploaded as handouts. You will be notified if you do not have permission to upload the file.

*Option available only on branded customer sites.

4 The file upload process will finish and the file will be available in the Handouts window.

5 Close the Handouts window.

DOWNLOAD HANDOUTS

1 On the Command Bar in the upper right of the console, click Handouts.

2 Select the file to download in the Handouts window, and click Download.

3 In the Browse For Folder window, select a destination to save the file, and click OK.

4 The file is downloaded to the destination.

5 Close the Handouts window.

DELETE HANDOUTS

1 On the Command Bar in the upper right of the console, click Handouts.

2 Select the file to delete in the Handouts window, and click Delete.

3 Click Yes to Confirm Deletion.

4 Close the Handouts window.

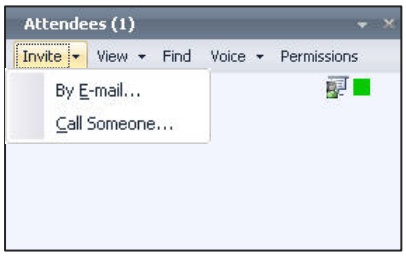
Working with Attendees

INVITE ATTENDEE

Attendees can be invited to a Live Meeting or the conference call from the Live Meeting console using the following panes:

+ Attendees
+ Meeting

If the presenter sends an invitation to the Live Meeting, the presenters e-mail client is used. If the presenter would like to have someone join the conference call, the conference call must be started first.



*Option available only on branded customer sites.

INVITE ATTENDEE TO THE LIVE MEETING

Attendees can be invited to the current Live Meeting from the Attendee or Meeting pane.

In order to request attendees join the current Live Meeting using the Attendee or Meeting pane in the console, the following steps must be performed:

1. Click Attendees or Meeting from the Command bar.
2. In the Attendees or Meeting pane, click Invite.
3. Click By E-mail.
4. A meeting invite e-mail will be opened using the presenters e-mail client, with join information for the current meeting.
5. Add the attendees e-mail address to the To field, and click Send.
6. When the users receive the e-mail, they will be able to click a Join Meeting link to join the meeting.

INVITE ATTENDEE TO THE CONFERENCE CALL

Attendees can be invited to the current conference call from the Attendee or Meeting pane when you use your Reservationless-Plus account.

Note: To avoid having your attendees wait on music hold before the conference begins, be sure the Quick Start feature is enabled on your Reservationless-Pluss account or join the audio session first as presenter.

To request attendees join the current conference call using the Attendee or Meeting pane in the console, the following steps must be performed:

1. Schedule a meeting using “Telephone Conferencing Service” as the audio setting.

2. Presenter must join the conference call using one of the following two options.
   - Manually dial into the conference call using the information provided in the invitation.
   - Use the Join Audio feature listed in the Voice & Video pane.

     This feature will direct the conference call to call you at the phone number you provide.
     - In the Voice & Video pane, click Join Audio. This will open the New Phone Number window.
     - On the New Phone Number window, enter your City/Area code and phone number in the specified fields.
     - Click OK.
     - Answer the phone and follow the prompts delivered by the automated operator. You will be in the conference call.

3. Click Attendees or Meeting from the Command bar.
4. In the Attendees or Meeting or pane, click Invite.

*Option available only on branded customer sites.

5 Click Call Someone.

6 A “Call someone on the phone” will open. In the window, complete the requested fields.

Name	Enter the attendee’s name.
Country Region	Choose the country or region the attendee is in.
City/Area code	Enter the attendees City or Area code.
Local number	Enter the attendees direct phone number.

7 Click Call Now.
8 The attendee will be called at the number you provided.

VIEW ATTENDEE

Presenters may need to sort Attendees displayed in the Attendees pane, or locate a specific participant during an event. Attendees can be arranged using the following options:

Audio	Sort Attendees by current audio status.
Name	Sort Attendees alphabetically by name. Names can be sorted using the following options. + A on Top + Z on Top
Feedback	Sort the Attendees by mood.
Role	Sort the Attendees their role in the meeting.

Attendees can be viewed using the following formats:

List	Attendees are listed and arranged per the arranged by options above.
Seating Chart	Seating chart option displays users based on their mood, in a seating chart format. The Arrange by option is not available displaying users in this format.
Role	Sort the Attendees their role in the meeting.

SORT ATTENDEES

To sort attendees:

1 Click Attendees from the Command bar.

2 In the Attendees pane, click View.

3 In the View menu, select Arrange by, and then click the desired view.

Attendees will now be displayed using the selected view.

FIND ATTENDEE

If the Attendee list is long, it might become difficult to locate a specific meeting participant. The participant can be located using Find in the Attendee Pane.

*Option available only on branded customer sites.

To find a specific attendee:

1. Click Attendees from the Command bar.
2. In the Attendees pane, click Find.
3. Type the name of the Attendee to locate.

As more letters are typed the Attendees displayed will narrow until only the specific match is displayed.

ATTENDEE VOICE

As a presenter you can control the audio of the attendees. The following actions can be performed on attendees:

Mute All Except Me	All audio will be muted except for the presenter who clicked this option.
Unmute All	All attendees will be able to speak during the presentation.
Lock Mute Attendees	All attendees are muted for the duration of the event, and cannot be unmuted.
Request all Identify Phones	Request that attendees who dialed into the conference (did not have the service dial them) add phone dial in information to allow the console to identify which phones are associated to which attendees.

MUTE ATTENDEES

The presenter is able to mute the attendees' phone or microphone.

Following these steps to manage audio for attendees:

1. Click Attendees from the Command bar.
2. In the Attendees pane, click Voice.
3. Select the appropriate option in the Voice pane.

BREAKOUT ROOMS*

Breakout rooms allow the presenter to create workgroups that can be used during the event. Participants are sent to the separate workspaces and are able to communicate using Reservationless-Plus audio or computer audio*. They can then be brought back to the main room to discuss the topics from the Breakout rooms.

Note: Once the Breakout rooms are started, every participant will be promoted to presenter status in all Breakout rooms and the main room. The will return to Attendee status when Breakout rooms have been stopped.

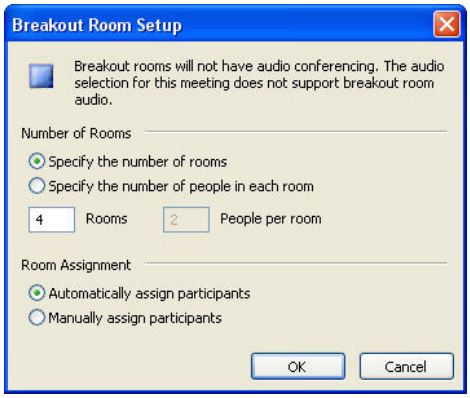
To access the Breakout Room controls:

*Option available only on branded customer sites.

1 Click Attendee on the Command menu and then click Rooms in the Attendee panel.

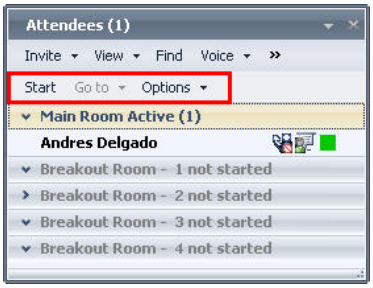
2 In the Breakout Room Setup window, select the desired options, and then click OK.

Note: The setup breakout rooms dialog only appears when no breakout room configuration exists. To restart the dialog box, use the Delete all Breakout rooms under the Options menu.



Specify the number of rooms	Allows the presenter to specify the number of Breakout rooms available.
Specify the number of people in each room	Allows the presenter to specify the maximum number of people allowed in a Breakout room.
Automatically assign participants	Automically assigns participants to the Breakout rooms. Note: The presenter may change the Breakout room for the participant before starting Breakout rooms.
Manually assign participants	Allows the presenter to direct each attendee to a specific Breakout room.

3 After the Breakout rooms have been started, the presenter will receive the following menu items in the Attendee panel:



*Option available only on branded customer sites.

Start/Stop	This toggle button allows the presenter to start and stop all Breakout rooms.
Go to	Allows the presenter to go to all the breakout room available and return to the main meeting room. **Note: Go to will become available once the Breakout rooms have been started.**
Options	Add Breakout room Delete contents of all Breakout rooms. **Note: This can only be done after the breakout rooms have been stopped** Delete all Breakout rooms. **Note: This can only be done after the breakout rooms have been stopped.**

4 Depending on your selections in step 2, verify the attendees are listed in the correct Breakout room.

5 Click Start to start the Breakout rooms. Each attendee will be directed to their specified room.

6 As a presenter, you may jump from room to room by clicking Go to and selecting the desired room.

7 Click Stop to stop the Breakout rooms and direct all participants back to the main meeting room.

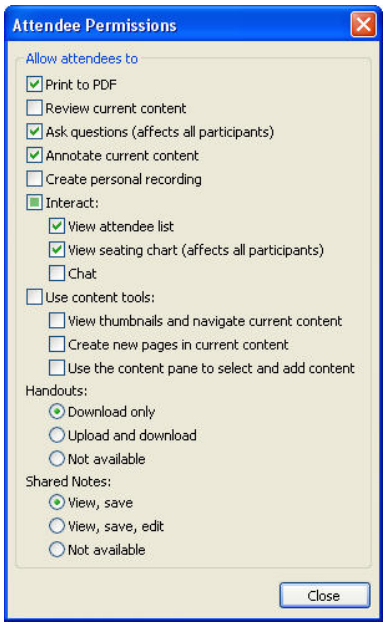
MANAGE ATTENDEE PERMISSIONS

During a scheduled meeting, attendees' access to meeting functions can be controlled by adjusting their permissions. Presenters manage attendee permissions by using the Attendee Permissions window.

To display this window, perform the following:

1 Click on Attendees from the Command bar.
2 In the Attendees pane, click Permissions.
3 Select the appropriate permissions in the Attendee Permissions window to grant an attendee the permission.
4 Click Close to close the window.

*Option available only on branded customer sites.



By using the Attendee Permissions window, you can allow attendees to do the following:

Print to PDF	Attendees are able to print the currently listed presentation to a PDF file.	
Review current content	Enables the Review Content icon for Attendees. Attendees can privately scan all thumbnails in the currently presented resource, without affecting the presentation, by choosing Review Resource on the Tools menu of the console.	
Ask Questions	Attendees can ask questions, raise hands and receive presenters' responses by using the Q&A pane. Note: Affects all participants.	
Annotate current content	Attendees can add annotations, visible to all participants, to the currently displayed page or slide in the presentation area.	
Create personal recording	Attendee can create a local record of the meeting, for personal use.	
Interact	View Attendee list	Attendees can view information about other participants
	View seating chart	Attendees can view the seating chart form the Attendee pane. Note: Affects all participants.
	Chat	Attendees can conduct one-on-one chats during a meeting.
Use Content Tools	View thumbnails and navigate current content.	Attendees can view the Thumbnails pane in their consoles, and choose any of the thumbnails within the resource that is currently

*Option available only on branded customer sites.

		displayed in the presentation area to display a page or slide.
	Create new pages in current content.	Attendees can add slides to the current resource, including Sharing slides, with which they can share the use of their computers.
	Use the content pane to select and add content.	Attendees can use the Resources pane to import presentations and other resources, and choose among the presentations already listed.
Handouts	Download only	Attendees are only able to download handouts
	Upload and download	Attendees are able to add and download handouts
	Not available	Handouts are not available to attendees
Shared Notes	View, save	Attendees can view and save Shared Notes.
	View, save, edit	Attendees can view and save Shared Notes.
	Not available	Shared Notes are not available.

PROMOTE ATTENDEE

Occasionally you might need to promote an attendee to presenter status during a Live Meeting session. Only presenters can promote attendees.

To promote an attendee, follow these steps:

+ From the attendee panel, right-click the attendee and select Promote to Presenter.

The attendee will now have the permissions of a presenter.

REMOVE ATTENDEE

Occasionally you might need to remove an attendee from a Live Meeting session if his or her attendance is inappropriate. Only presenters can remove attendees.

To remove an attendee, follow these steps:

+ From the attendee panel, right-click the attendee and select Remove from Meeting.

CHAT WITH ATTENDEES

Chats are a useful way for presenters to communicate with attendees or presenters during a meeting.

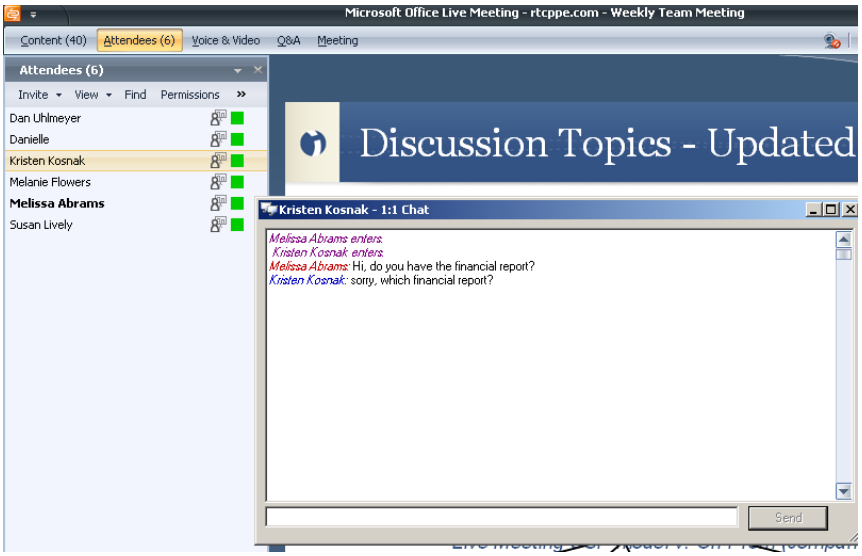
*Option available only on branded customer sites.

In some circumstances, you might also want to allow attendees to open text chats with one another. Participants can then conduct brief, separate conversations away from the larger group. When chatting is enabled, each participant can have multiple one-on-one chat sessions open simultaneously. Any participant can block individual participants from chatting with them by right-clicking the name of the participant in the Attendees pane and then clicking Block Chat.

As a presenter, your can always chat with meeting participants. But you can control whether participants can chat among themselves. For more information, see Manage Attendee Permissions.

To chat with another attendee

1. In the Attendees pane, right-click the name of the person with whom you want to chat.
2. Click Chat.
3. A Chat box appears on both your computer and the person's computer with whom you select to chat. The person's name appears in the title.
4. Enter your comment or question in the box, and then click Send. The chat between you and the other attendee appears at the top of the box. Your chat is private and cannot be seen by other attendees.
5. When you finish chatting, close Chat.



MANAGE UNINVITED ATTENDEES

The meeting lobby is a place where people without an invitation can attempt to join a meeting. It is similar to reservationless audio conferencing, in which attendees can attempt to join a meeting at anytime regardless of invitation status. Attendees who join a meeting by using the meeting lobby use a different URL than the one that is included in Live Meeting invitations.

*Option available only on branded customer sites.

Organizers can use the meeting lobby to schedule meetings without sending invitations to attendees. Meetings are simply set and joined by attendees who enter the Meeting Lobby and wait for the meeting owner to grant them access. As an organizer, you can request that Live Meeting send you an e-mail notification whenever an attendee arrives in your meeting lobby. You can then selectively grant or deny access to each attendee in the Meeting Lobby. If you do not respond within 30 minutes, the attendee is denied access. Similarly, Live Meeting can send you an e-mail notification when new attendees join the meeting while a meeting is in progress. You can also "lock the door" to prevent such interruptions.

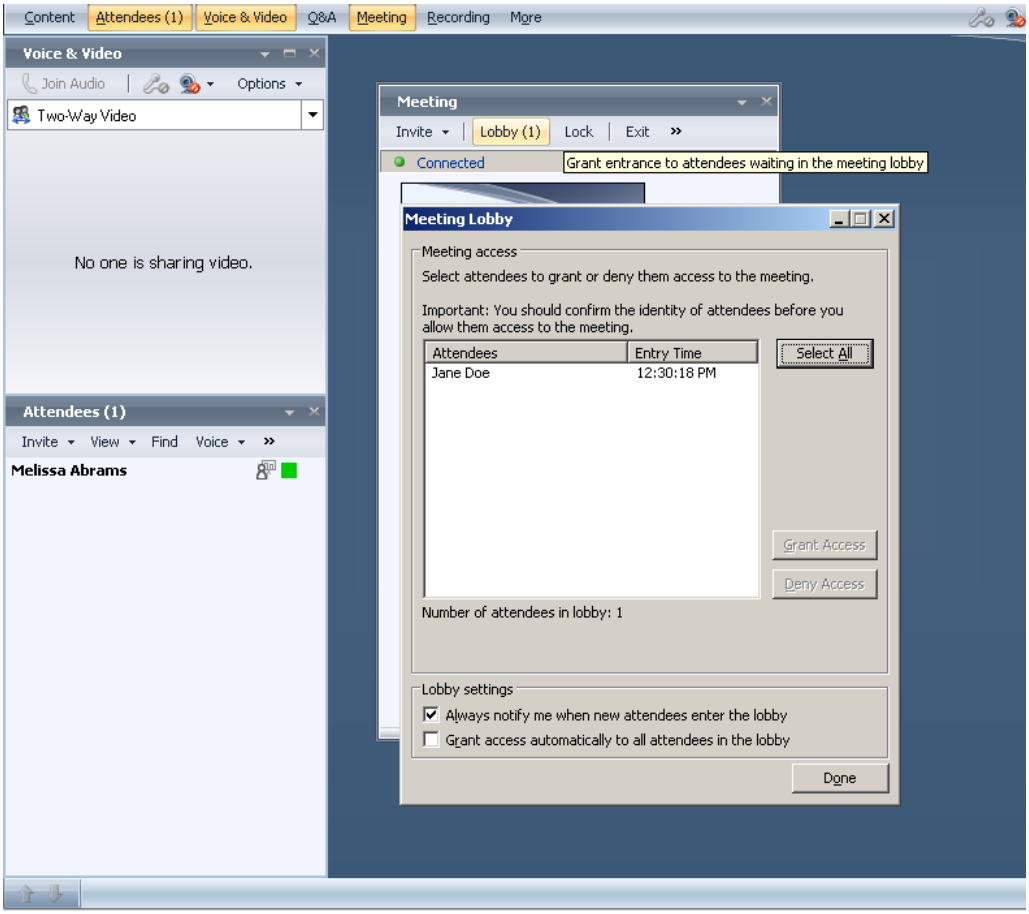
A common use of the meeting lobby is to provide people with spontaneous access to your Meet Now meeting area at a time that they choose, rather than waiting to receive an invitation from you. For example, you can include the meeting lobby URL for your Meet Now meeting area on your business cards and e-mail signatures. Customers or co-workers who want to request an impromptu meeting with you can visit that URL in their browser, and then wait up to 30 minutes for you to receive an e-mail notification and join them in the meeting.

You configure the meeting lobby when you set the meeting options for a Meet Now meeting or a scheduled meeting.

To control meeting access through the meeting lobby

1. In the Meeting menu, click Lobby.
2. In the Meeting Lobby window, select attendees to whom you want to grant access, and then click Grant Access.
3. In the Meeting Lobby window, select attendees to whom you want to deny access, and then click Deny Access.

*Option available only on branded customer sites.

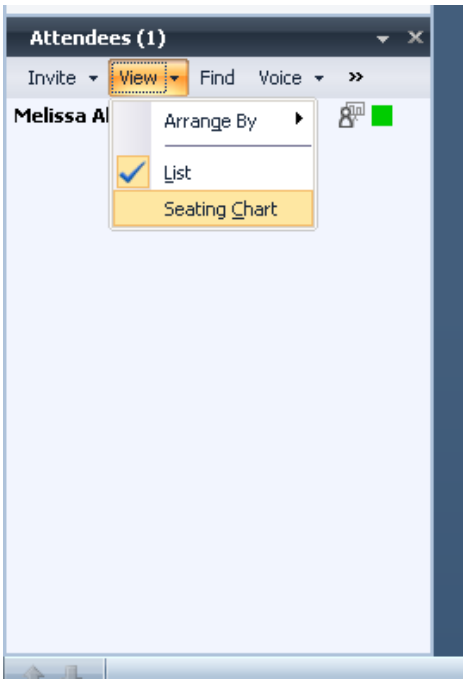


MONITOR ATTENDEE FEEDBACK

Within the Attendee pane, each participant's row contains a colored rectangle, the color of which indicates the participant's current perception of the meeting. This perception is referred to as the participant's mood.

If you wish to view the participants in a seating chart rather than a list form, click View from the Attendees panel, and select Seating Chart. The Seating Chart provides a view of the number of attendees and their ongoing feedback.

*Option available only on branded customer sites.



A large meeting is represented by a row of presenters and many rows of attendees. A smaller meeting is represented by a round table surrounded by several participants surrounding it.

Seating charts can help you gather rapid feedback from your audience as participants change their chart colors to indicate their responses throughout the meeting.

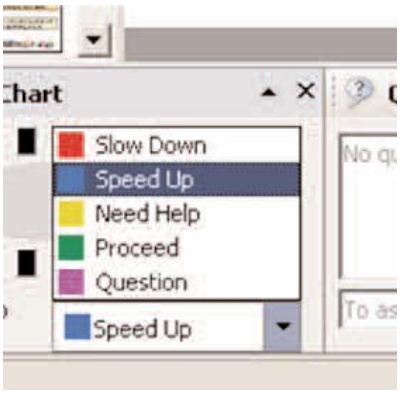
One use of the Seating Chart is to allow participants to respond to information you request during your presentation. For example, you might start your meeting by having everyone change their seat color to “Yellow” if they can hear your voice and are ready to begin. This gives you a visual representation that your audience can hear you and is paying attention. It also gets them using the Live Meeting user interface, which keeps them engaged.

You can use the colors of the attendee icons to:

- Check on the pace of your presentation
- Get a quick "snapshot" of your audience
- Let attendees tell you they have a question or concern
- Indicate when an attendee temporarily steps away from the meeting

*Option available only on branded customer sites.

You might want to change the seating chart legend for a meeting, so that attendees understand what each color means. By default, the colors in the seating chart include the following descriptions:



- Red: Slow down
- Blue: Speed up
- Yellow: Need help
- Green: Proceed (this color is shown by default for all attendees)
- Purple: Question

To edit the seating chart legend for your meeting, see the Meeting Options section.

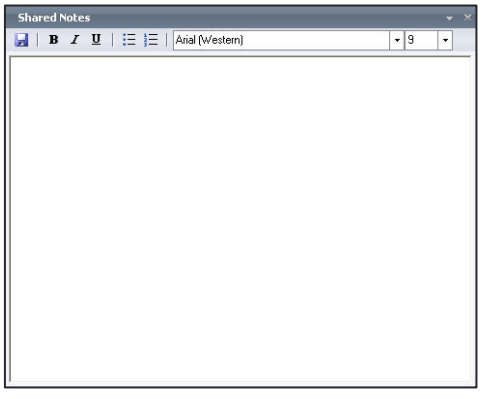
To give or restrict access for attendees to view the Seating Chart

1. In the Attendees menu, click More (>>) and select Permissions.
2. In the Attendee Permissions dialog box, click the View seating chart option.

SHARED NOTES

Using shared notes is an effective way to allow notes to be created during the event that are available for all attendees to download. Basic formatting is available in the Shared Notes pane and the notes can be saved locally by each participant of the meeting.

Note: If shared notes are available for attendees to edit, all participants will be able to use the Share Notes pane simultaneously. For larger events this could get overwhelming and distract from the main presentation.



*Option available only on branded customer sites.

TAKING NOTES

To make it possible for attendees to use shared notes during a meeting, follow these steps.

1. Click on Attendees from the Command menu.
2. In the Attendees pane, click Permissions.
3. Under Shared Notes, select “View, save” or” View, save, edit” in the Attendee Permissions window to grant an attendee the permission to use shared notes.
4. Click Close to close the window.

SAVING NOTES

Before the event is over, each individual participant can save the content locally.

1. In the Notes pane, click Save.
2. In the Save As window, chose the location to save the meeting notes.
3. Enter the file name you would like to save your notes as.
4. Click Save.

QUESTIONS AND ANSWERS

Presenters are able to interact with the attendees by answering their questions during the event by using Questions and Answers panel.

Note: Each attendee is allowed to ask one question at a time. Once they submit a question, they can edit their question or wait for it to be answered before asking another question.

*Option available only on branded customer sites.

To make it possible for attendees to ask questions during a meeting, the presenter must enable the Question and Answer panel.

1. Click on Attendees in the Command menu.
2. In the Attendees pane, click Permissions.
3. Select Ask questions (affects all participants) in the Attendee Permissions window to grant all attendees the permission to ask questions.
4. Click Close to close the window.

DISPLAY Q&A MANAGER

In order to respond to questions submitted by the attendee, the presenter must open the question manager.

1. Click Q&A.
2. In the Questions and Answers pane, click Manage.
3. The Question Manager appears, listing all questions received from participants.

To sort the list of questions, click the appropriate column heading in the Questions and Answers pane, such as:

Answered status	Sorts by whether the question is marked for an action.
Selected status	Sorts by whether the question is currently selected.
Who is currently answering	Sorts by the person answering the question.
Question Type	Sorts by whether the person asking the question is currently able to type messages that appear in all participants' consoles.
Name	Sorts alphabetically by the screen name of the person asking the question.
Question	Sorts alphabetically by the text of the question.
Time Posted	Sorts by the time the question was posted.

4. To switch between ascending and descending sort order, click the column heading again. The Questions and Answers pane appears in all participants' consoles.

ASK A QUESTION

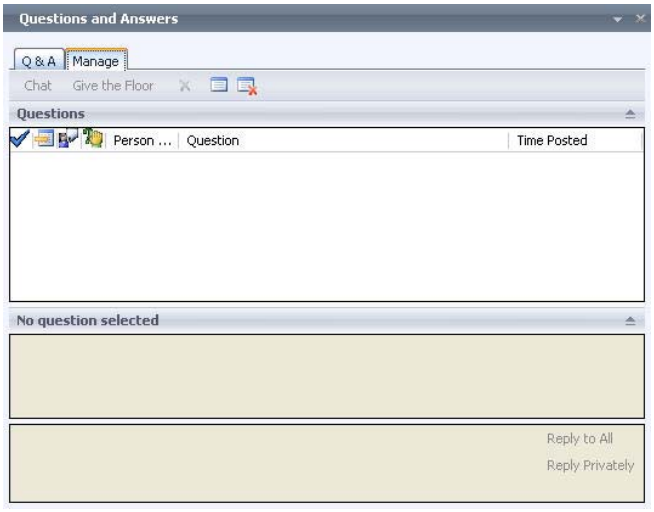
1. Click Q&A in the Command menu.
2. Click the section in the Questions and Answers pane.
3. Type the question, and click Ask.

The question will be displayed in the Question Manager.

*Option available only on branded customer sites.

RESPOND TO QUESTIONS

In order for a presenter to respond to a question from a participant, the presenter must be in the Question Manager tab and have access to the following:



Chat	To chat one-on-one with the questioner, click Chat
Give the Floor	To allow the questioner to type messages that will appear in the Questions and Answers pane of all participants' consoles, click Give the Floor
Dismiss this question (icon)	Delete the question from the Questions and Answers pane
View the QA Log	Views the Question Answer Log
Clear the QA Log	Clears all information listed in the Question and Answer log.
Reply to All	To publicly answer the question, in the Your Answer box, enter your response, and then click Reply to All. Note: When you choose the Reply to All option, the question appears anonymously in the Questions And Answers pane to all participants
Reply Privately	To answer the question privately, in the Your Answer box, enter your response, and then click Reply Privately.

VIEW AND SAVE QUESTION LOG

1. In the Question Manager, click the View the QA Log icon.
   All of the question and answer activity from your meeting is displayed in a separate browser window.

2. To save the Question and Answer Log, use your browser to save the HTML page containing the log, or open a text editor, paste the contents of the log to a new file, and then save the file

*Option available only on branded customer sites.

Voice, Video and Recording

During a meeting a participant is able to configure voice and video settings in the console, so they are connected to the audio portion of the meeting, and video of webcams can be displayed on their computer. After the voice and video have been configured, they can be included in the recording of the presentation to give the viewer the feeling they are in the live presentation.

CONNECTING TO THE AUDIO CONFERENCE

- If the meeting uses **Telephone Conferencing**, you can have the conferencing service call you, or you can use your telephone to dial into the conferencing service.
- If the meeting uses **Computer Audio***, you can connect to the meeting and use your computer's speakers and a microphone, or you can use a headset with a microphone.
- If the meeting uses both **Telephone Conferencing** and **Computer Audio*** you may choose which method you wish to join the audio portion of the meeting.

Depending on the type of audio used in the meeting, take the appropriate action below.

Note: The first time you join a meeting that uses only telephone conferencing, a dialog box appears allowing you to enter a phone number that the conferencing service should use to call you.

1. Click **Voice & Video** to open the **Voice & Video** pane.
2. Do one of the following:
   - If you are already connected to computer audio, click the down arrow next to the **End Call** button, and then click **End computer call and connect with my phone**.
   - If you are not connected to audio, click the down arrow next to the **Join Audio** button, and then click **Call Me**.
3. If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.
4. In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the **Leader** button, type the leader code, and then click **Join**.

To connect to telephone conferencing by dialing into the service

1. Click **Voice & Video** to open the **Voice & Video** pane.
2. Click the down arrow next to **Join Audio**.
3. Click **View Dial-In Details**, and then use your telephone to dial the numbers listed.

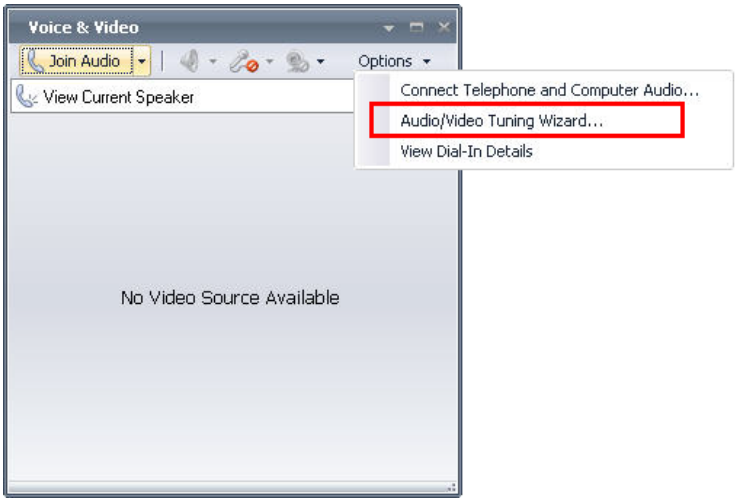
To connect to computer audio*

1. Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
2. Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

*Option available only on branded customer sites.

AUDIO VIDEO SETUP

Use the Audio/Video Tuning Wizard to configure your Speakers, Microphone and Webcam.



1. Click Voice & Video from the Command menu.

Note: The first time that the Console is loaded, with the Computer audio* conference option selected in the meeting options, the Audio Video Device Setup wizard will automatically run.

2. In the Voice and Video pane, click Options and then select Audio/Video Tuning Wizard.
3. Click Yes in the window, if necessary.
4. Click Next in the Audio Video Device Setup window.
5. Select the speakers or headset to use from the drop-down list in the Speaker/Microphone or Speakerphone Setup window.
6. Click Test, and adjust the speaker volume.
7. Click Stop when you have properly adjusted your speaker volume.
8. Select the microphone to use from the drop-down list in the Speaker/Microphone or Speakerphone window.
9. Adjust Microphone Volume.
10. When you have properly adjusted your microphone volume, click Next.
11. Select the webcam from the drop-down list in the Webcam setup window.
12. Click Webcam Settings, to modify the display of the picture.
13. When finished modifying options, click OK.

*Option available only on branded customer sites.

14 Click Finish to finish and close the Audio Video Device Setup Wizard.

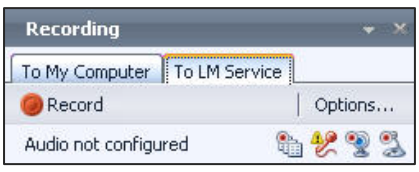
By using the Voice & Video pane, you can perform the following tasks:

Join Audio / Hang Up	This button is context sensitive. If you are currently using audio, the button will display Hang up. Hang up will disconnect the user from audio. If you are not currently connected to audio, Join Audio will be displayed. Join audio will connect you to audio.	
Mute / Unmute speakers	Mute or unmute the speakers on your system.	
Speaker Volume	Slider to adjust speaker volume. Colored bars will display in the slider to verify sound is being received.	
Mute / Unmute Microphone	Mute or unmute the microphone on your system.	
Microphone Volume	Slider to adjust microphone volume. Colored bars will display in the slider to verify sound is being received.	
Not showing my video, click to show / Showing my video, click to stop.	Start and stop video from your webcam to other participants.	
Options	Connect telephone and computer audio	Join computer audio with telephone conferencing for this meeting. Ensure the dialing sequence is entered into the Dialing Keys field, and then click Connect.
	Audio/Video Tuning Wizard	Initiate the Audio Video Device Setup Wizard.
Options	View Current Speaker	View the current speaker in the Voice & Video pane.
	<Name of speakers displaying video>	View a specific speaker in the Voice & Video pane.
	No Video	Display no video in the Voice & Video pane.

RECORDING

A recording can be saved on a Live Meeting server by the presenter, or on the presenter's or attendees' local computer. However, before a recording can be performed it must be configured to record the audio.

Note: It is possible to include webcam and Roundtable images in the recording from the Options menu.



*Option available only on branded customer sites.

RECORDING TO YOUR CONFERENCE CENTER

To record a meeting to the Live Meeting server, the console must first join the meeting conference call. Once the console is connected to the call, the presenter will be able to record the meeting.

1. Connect the console to the conference call.
   - In the Voice and Video pane, click Options and then select Connect Telephone and Computer Audio.
   - Verify the conference number and dialing keys are correct. The console will list the numbers and dialing keys as provided by the Meeting Option page when scheduling a meeting.
   - Click Connect in the Computer and Telephone Audio Connection window.
   - Once connected the recording will include all audio from the conference call
2. In the Live Meeting console, on the Command bar, click Recording.
3. In the recording pane, click To LM Service tab.
4. In the LM Service tab, it may list Audio not configured. Click Options.
5. In the Shared Recording Options, click Configure Phone next to the Voice Option. This will launch the Telephone Audio Recording Configuration window.
6. In the Telephone Audio Recording Configuration window, verify all the conference number and dialing keys are correct. They should be the same number and keys as listed in the Meeting Options when the meeting was scheduled by the Organizer.
7. Click Configure to have Live Meeting connect to the conference call.
8. Click Done once you have verified Live Meeting is connected to the conference call.
9. Click OK to close the Shared Recording Options window.
10. When you are ready to record the meeting, click Recording on the Command menu.
11. In the recording pane, click To LM Service tab.
12. Click Record to start recording the meeting.

During the recording, you can monitor the recording status in the recording area of the Audio And Recording Setup dialog box. A running counter indicates how much time has elapsed during the recording.

*Option available only on branded customer sites.

RECORDING TO YOUR LOCAL COMPUTER*

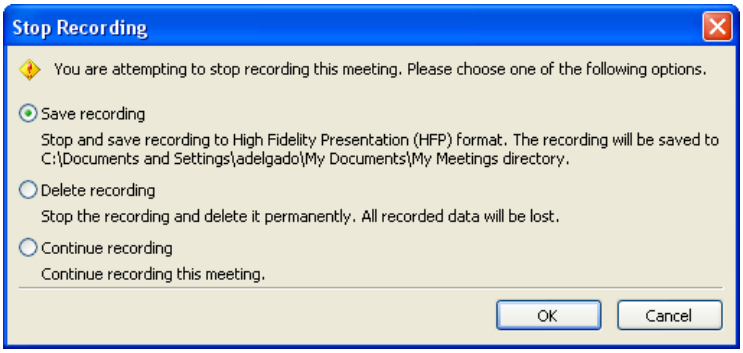
In order to record the meeting to your local computer, Voice over IP (VoIP)* or Internet Audio Broadcasting (IAB)* must be used. In other words, the presenter must use his microphone to deliver audio to the meeting participants.

1. When scheduling a meeting, configure the audio as “Computer audio conferencing” or “Telephone and Computer audio conferencing”
2. In the Live Meeting console, on the Command bar, click Recording.
3. In the recording pane, click To My Computer tab.
4. In the LM Service tab, it may list Audio not configured. Click Options.
5. In the Shared Recording Options, click Configure Voice next to the Voice Option.
6. In the Set Up Audio and Video window, configure the speaker and microphone.
7. Click Finish.
8. When you are ready to record the meeting, click Recording on the Command menu.
9. In the recording pane, click To My Computer tab.
10. Click Record to start recording the meeting.

During the recording, you can monitor the recording status in the recording area of the Audio And Recording Setup dialog box. A running counter indicates how much time has elapsed during the recording.

STOP RECORDING

Once you have finished recording the meeting, you can save or delete the recording.


Stop Recording
You are attempting to stop recording this meeting. Please choose one of the following options.
Save recording
Stop and save recording to High Fidelity Presentation (HFP) format. The recording will be saved to C:\Documents and Settings\adelgado\My Documents\My Meetings directory.
Delete recording
Stop the recording and delete it permanently. All recorded data will be lost.
Continue recording
Continue recording this meeting.
OK
Cancel

1. When you are ready to stop recording, click Stop Recording. The Stop Recording dialog box appears.
2. Choose one of the following:

*Option available only on branded customer sites.

Save Recording	Stop and Save the recording
Delete Recording	Stop the recording but do not save it.
Continue recording	If you mistakenly click Stop Recording, click the Continue Recording button to resume recording.

Ending a Meeting

Once a meeting is finished, there are things you can do to help you stay organized and to get the most value from the meeting. Use the following checklist to make sure you have considered all of your post-meeting options.

POST-MEETING CHECKLIST

+ Was the meeting recorded?

If so, you may want to:

- Publish the recording.
- Verify the published recording location.
- Play the recording.
- Invite others to play the recording.
- Delete the recording.

For more information, see How To Record a Meeting.

+ Did the meeting include any resources that you want to save?

If so, you may want to:

- Retain meeting content for a few extra days so participants can review it.
- Print the meeting content to a PDF file.

For more information, see How To Import and Share Content and How To Set Meeting Options.

+ Did you generate a question log for the meeting?

If so, you may want to:

- Reuse the meeting invitation and meeting ID so that all content is retained.
- Upload all content to your Meet Now session so that you can invite others whenever you want.
- Generate a question log.
- Print the question log.

For more information, see How To Conduct a Meeting.

+ Do you need to schedule a follow-up meeting with the same attendees?

If so, you may want to:

- Reuse the meeting invitation and meeting ID so that all content is retained.
- Upload all content to your Meet Now session so that you can invite others whenever you want.

*Option available only on branded customer sites.

For more information, see How To Schedule a Live Meeting and How To Import and Share Content.

End a Meeting

As an organizer, you can exit a meeting in one of two ways:

- Leave the meeting, but allow other participants to continue.
- Leave the meeting, and end the meeting for all participants. This option ensures that you will no longer be billed for any usage.

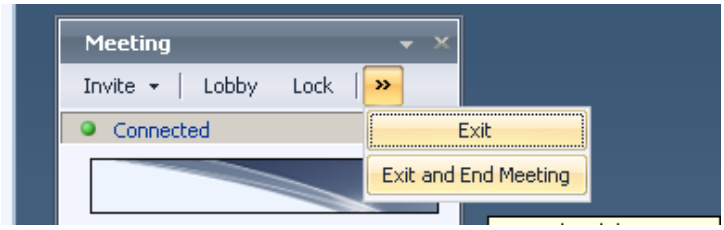
To leave a meeting you have organized but allow others to continue

- On the Meeting Pane, click More (>>).
- Select Exit

NOTE: Exiting and Ending the session will also terminate the audio conference. If you want the audio to continue, please do the following: Leave web session open until audio discussion has concluded. If you must leave the web session running, have a co-presenter end the session so you are not billed for unused minutes.

To leave a meeting and end the meeting for all participants

- On the Meeting Pane, click More (>>).
- Select Exit and End Session.



Setting Up Reservationless-Plus Integrated Audio for Live Meeting

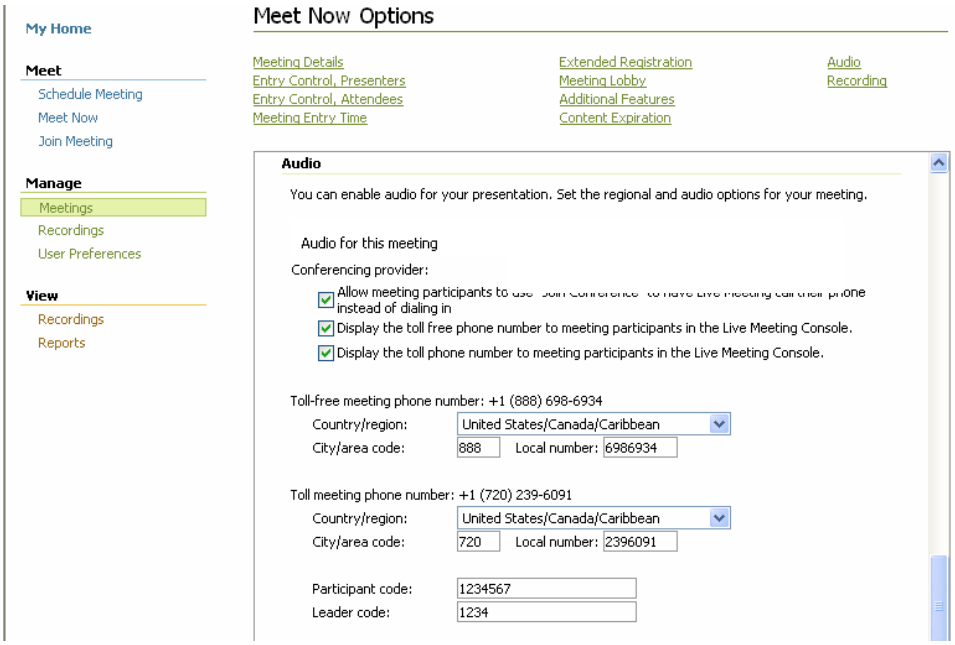
SET UP AND TEST MEET NOW AUDIO

You can use the information about your phone conferencing account to set up Meet Now audio. Once you have set it up, you should test it. This section explains how to set up and test Meet Now audio.

To set up/verify Meet Now audio:

1. Log into your Live Meeting account.
2. On the My Home page, click Meet Now Details.
3. On the Meet Now Details page, click Meet Now Options.
4. On the Meet Now Options page, click Audio.

*Option available only on branded customer sites.



5 In the Audio for this meeting list, select Telephone conferencing. Note the options available in this section:

- LiveMeeting without Audio (The "Display Toll and Toll Free" options will be available)
- Telephone Conferencing Service (The "Display Toll and Toll Free" options and "Join Conference" feature will be available)
- Computer Audio Conferencing* (The "Display Toll and Toll Free" options and "Enable one-way Internet Audio Broadcasting"* will be available)
- Telephone and Computer Audio Conferencing* (All the options will be available)

6 In the Conferencing provider list, select us.

7 Select the phone conferencing options you want to enable:

- Allow meeting participants to use the Join Conference option (for Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialing into the conference call.
- Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
- Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.

8 Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.

9 Enter your Reservationless-Plus Conference Code in the Participant Code box.

10 Enter your Reservationless-Plus Leader PIN in the Leader Code box.

11 Type additional dialing keys into the text boxes provided in the Actual dialing keys section. For use with your Reservationless-Plus account, the following configuration is recommended:

*Option available only on branded customer sites.

Additional dialing keys:

The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.

Sample dialing keys: ppppppp <participant code> #ppppppppp#

Actual dialing keys: [ppppp] <participant code> [#]

Valid characters: 0123456789*#p

Each 'p' is a one second pause

ppppp indicates a five second pause

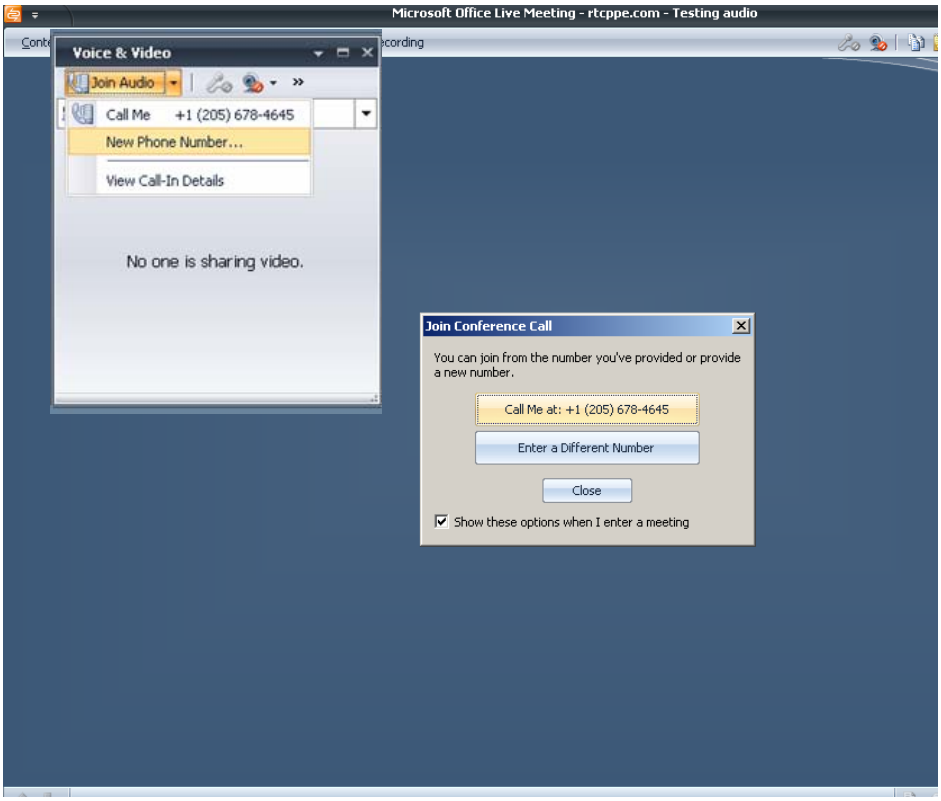
Note: Keys entered in the first box will be dialed before the participant code; keys entered in the second box will be dialed following the participant code.

12 Click OK.

To test Meet Now audio:

1 On the Meet Menu, click Meet Now to start a Live Meeting Meet Now session. The Join Conference Call dialog box will appear.

- If the Join Conference Call dialog box does not appear, go to the Voice and Video menu and select Join Audio.


Microsoft Office Live Meeting - rtcppe.com - Testing audio
Voice & Video
Join Audio
Call Me +1 (205) 678-4645
New Phone Number...
View Call-In Details
No one is sharing video.
Join Conference Call
You can join from the number you've provided or provide a new number.
Call Me at: +1 (205) 678-4645
Enter a Different Number
Close
Show these options when I enter a meeting

2 In the Join Conference Call window, enter the phone number where you want to be called.

3 Click Call Me. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.

*Option available only on branded customer sites.

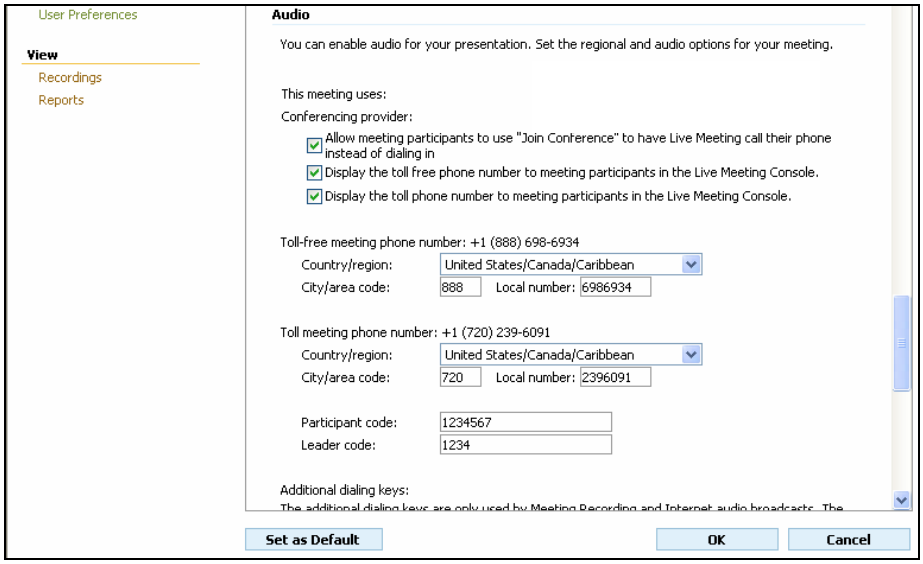
SET UP AND TEST THE DEFAULT AUDIO FOR SCHEDULED MEETINGS

You can configure default audio settings that are used whenever you schedule a meeting. This section explains how to do so and also how to test the settings that you specify.

NOTE The procedure in this section for setting up the default audio for scheduled meetings affects all meetings you schedule with Live Meeting. You can override the default settings for a specific meeting by clicking the meeting name (instead of Schedule Meeting) in step 1 in this procedure, and then clicking Save (instead of Save as Default) in step 10.

To set up the default audio for Scheduled Meetings:

1. On the My Home page, under Meet, click Schedule Meeting.
2. Click Meeting Options.
3. On the Meeting Options page, click Audio.


User Preferences
View
Recordings
Reports
Audio
You can enable audio for your presentation. Set the regional and audio options for your meeting.
This meeting uses:
Conferencing provider:
Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in
Display the toll free phone number to meeting participants in the Live Meeting Console.
Display the toll phone number to meeting participants in the Live Meeting Console.
Toll-free meeting phone number: +1 (888) 698-6934
Country/region: United States/Canada/Caribbean
City/area code: 888 Local number: 6986934
Toll meeting phone number: +1 (720) 239-6091
Country/region: United States/Canada/Caribbean
City/area code: 720 Local number: 2396091
Participant code: 1234567
Leader code: 1234
Additional dialing keys:
Set as Default
OK
Cancel

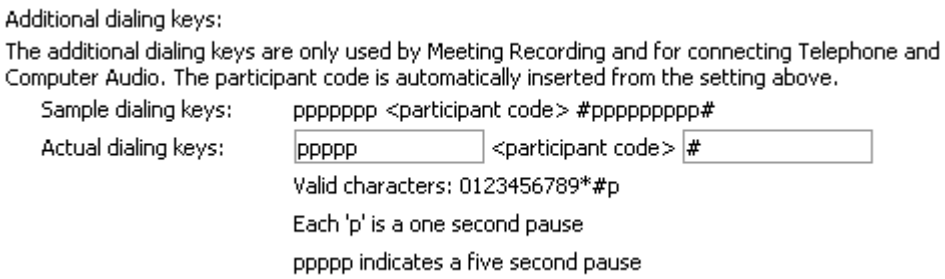
4. In the Audio for this meeting list, select Telephone conferencing. Note the options available in this section:
   - LiveMeeting without Audio (The “Display Toll and Toll Free” options will be available)
   - Telephone Conferencing Service (The “Display Toll and Toll Free” options and “Join Conference” feature will be available)
   - Computer Audio Conferencing* (The “Display Toll and Toll Free” options and “Enable one-way Internet Audio Broadcasting”* will be available)
   - Telephone and Computer Audio Conferencing* (All the options will be available)

5. In the Conferencing provider list, select us.
6. Select the phone conferencing options you want to enable:
   - Allow meeting participants to use the Join Conference option (for Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialing into the conference call.

*Option available only on branded customer sites.

- Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
- Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.

7. Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.
8. Enter your Reservationless-Plus Conference Code in the Participant Code box.
9. Enter your Reservationless-Plus Leader PIN in the Leader Code box.
10. Type additional dialing keys into the text boxes provided in the Actual dialing keys section. For use with your Reservationless-Plus account, the following configuration is recommended:


Additional dialing keys:
The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.
Sample dialing keys:
ppppppp <participant code> #ppppppppp#
Actual dialing keys:
ppppp
<participant code>
#
Valid characters: 0123456789*#p
Each 'p' is a one second pause
ppppp indicates a five second pause

Note: Keys entered in the first box will be dialed before the participant code; keys entered in the second box will be dialed following the participant code.

11. Click OK.

12. Select Set as Default if desired.

To test audio for scheduled meetings:

1. On the My Home page, under Meet, click Schedule Meeting.
2. Enter your email address in the Attendees and Presenter boxes.
3. Enter a subject, such as “Test Meeting” in the Subject line
4. In the Start section, select the current date and time.
5. In the End box, select an appropriate time to end the test meeting.
6. Click Send Invitations to send the invitation to yourself.
7. Within a few minutes, the invitations should arrive in your inbox.
8. Verify that all of the audio conferencing information (Dial-In Numbers, Conference Codes, etc.) is correct.
9. To join the test meeting, click Join Meeting in the email message.
10. If the Join Conference Call dialog box does not appear, go to the Voice and Video menu and select Join Audio.
11. In the Join Conference Call window, enter the phone number where you want to be called.
12. Click Call Me. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.

*Option available only on branded customer sites.

BREAKOUT ROOMS*

Breakout rooms allow the presenter to create workgroups that can be used during the event. Participants are sent to the separate workspaces and are able to communicate using Reservationless-Plus audio or computer audio*. They can then be brought back to the main room to discuss the topics from the Breakout rooms.

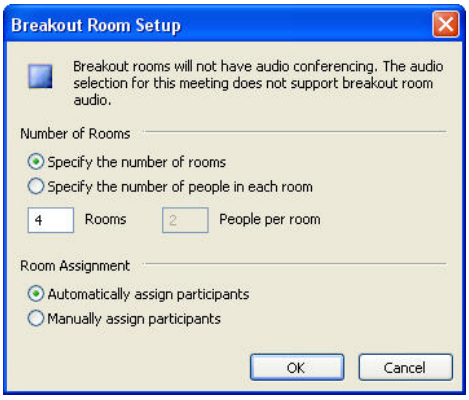
Note: Once the Breakout rooms are started, every participant will be promoted to presenter status in all Breakout rooms and the main room. The will return to Attendee status when Breakout rooms have been stopped.

To access the Breakout Room controls:

1. Click Attendee on the Command menu and then click Rooms in the Attendee panel.

2. In the Breakout Room Setup window, select the desired options, and then click OK.

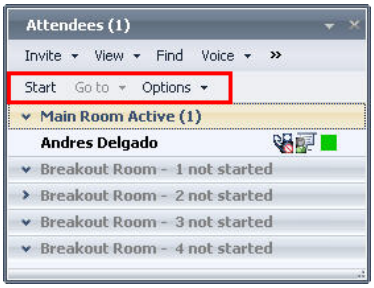
Note: The setup breakout rooms dialog only appears when no breakout room configuration exists. To restart the dialog box, use the Delete all Breakout rooms under the Options menu.



Specify the number of rooms	Allows the presenter to specify the number of Breakout rooms available.
Specify the number of people in each room	Allows the presenter to specify the maximum number of people allowed in a Breakout room.
Automatically assign participants	Automatically assigns participants to the Breakout rooms. Note: The presenter may change the Breakout room for the participant before starting Breakout rooms.
Manually assign participants	Allows the presenter to direct each attendee to a specific Breakout room.

3. After the Breakout rooms have been started, the presenter will receive the following menu items in the Attendee panel:

*Option available only on branded customer sites.



Start/Stop	This toggle button allows the presenter to start and stop all Breakout rooms.
Go to	Allows the presenter to go to all the breakout room available and return to the main meeting room. **Note: Go to will become available once the Breakout rooms have been started.**
Options	Add Breakout room Delete contents of all Breakout rooms. **Note: This can only be done after the breakout rooms have been stopped** Delete all Breakout rooms. **Note: This can only be done after the breakout rooms have been stopped.**

4 Depending on your selections in step 2, verify the attendees are listed in the correct Breakout room.

5 Click Start to start the Breakout rooms. Each attendee will be directed to their specified room.

6 As a presenter, you may jump from room to room by clicking Go to and selecting the desired room.

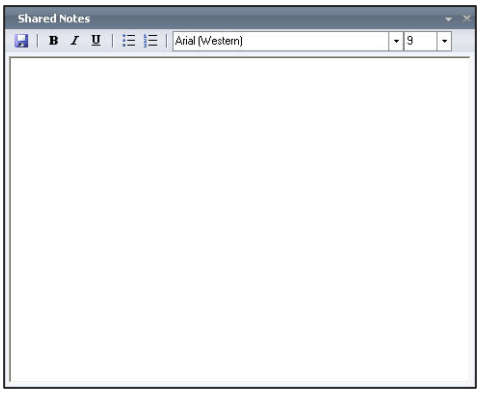
7 Click Stop to stop the Breakout rooms and direct all participants back to the main meeting room.

SHARED NOTES

Using shared notes is an effective way to allow notes to be created during the event that are available for all attendees to download. Basic formatting is available in the Shared Notes pane and the notes can be saved locally by each participant of the meeting.

Note: If shared notes are available for attendees to edit, all participants will be able to use the Share Notes pane simultaneously. For larger events this could get overwhelming and distract from the main presentation.

*Option available only on branded customer sites.



TAKING NOTES

To make it possible for attendees to use shared notes during a meeting, follow these steps.

1. Click on Attendees from the Command menu.
2. In the Attendees pane, click Permissions.
3. Under Shared Notes, select “View, save” or” View, save, edit” in the Attendee Permissions window to grant an attendee the permission to use shared notes.
4. Click Close to close the window.

SAVING NOTES

Before the event is over, each individual participant can save the content locally.

1. In the Notes pane, click Save.
2. In the Save As window, chose the location to save the meeting notes.
3. Enter the file name you would like to save your notes as.
4. Click Save.

*Option available only on branded customer sites.

ACCESS AND PLAY A RECORDING

Depending on how the meeting was recorded, there are two ways a recording might be accessed. If the recording is made to the Live Meeting Service, then the recording will be accessed through the organizer's Live Meeting site. If the meeting is recorded to your computer, you will access the recording through your Live Meeting Recording Manager.

To access and play a recording from the Live Meeting Service

After recording the meeting, allow up to 24 hours for the recording to be available. After the meeting recording is complete, you, as the meeting organizer, must access the recording and provide access for others.

1. Log on to the Live Meeting Manager.
2. At the My Home page, click Recordings.
3. In the Recordings list, click the View icon to the left of the recording name in the list.
4. (Optional) To install the Replay Wrapper, a special skin for Windows Media Player that adds indexing ability to playback of your recordings, click Install Relay Wrapper and follow the instructions on the screen.
5. In the View and Download Recordings section, click the View icon.

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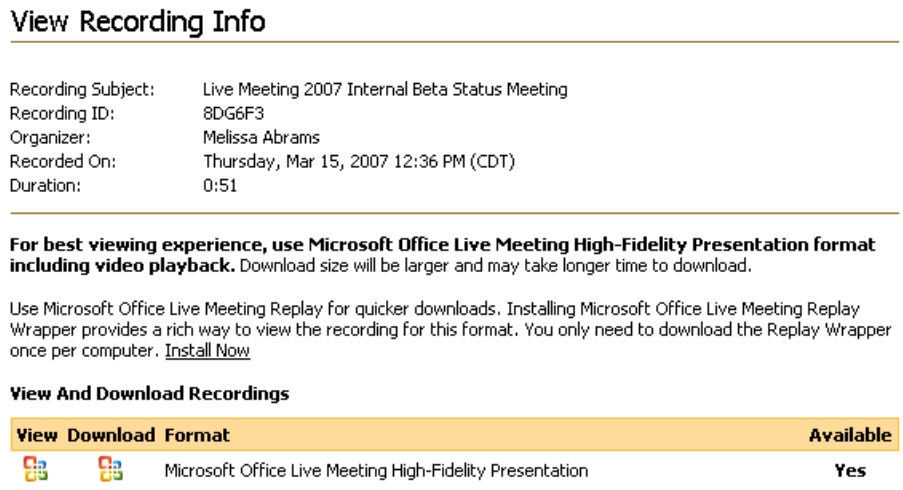
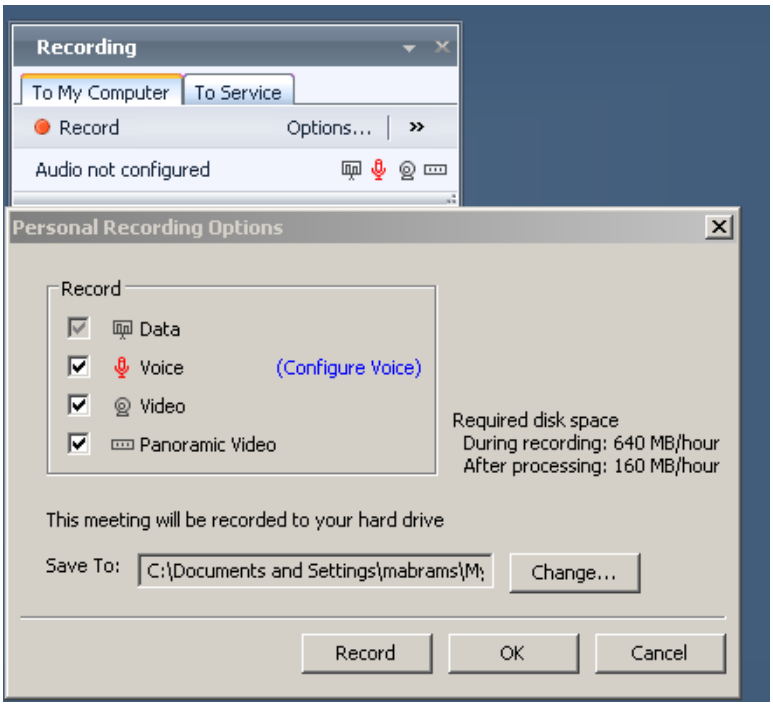

View Recording Info
Recording Subject: Live Meeting 2007 Internal Beta Status Meeting
Recording ID: 8DG6F3
Organizer: Melissa Abrams
Recorded On: Thursday, Mar 15, 2007 12:36 PM (CDT)
Duration: 0:51
For best viewing experience, use Microsoft Office Live Meeting High-Fidelity Presentation format including video playback. Download size will be larger and may take longer time to download.
Use Microsoft Office Live Meeting Replay for quicker downloads. Installing Microsoft Office Live Meeting Replay Wrapper provides a rich way to view the recording for this format. You only need to download the Replay Wrapper once per computer. Install Now
View And Download Recordings
View Download Format Available
Microsoft Office Live Meeting High-Fidelity Presentation Yes

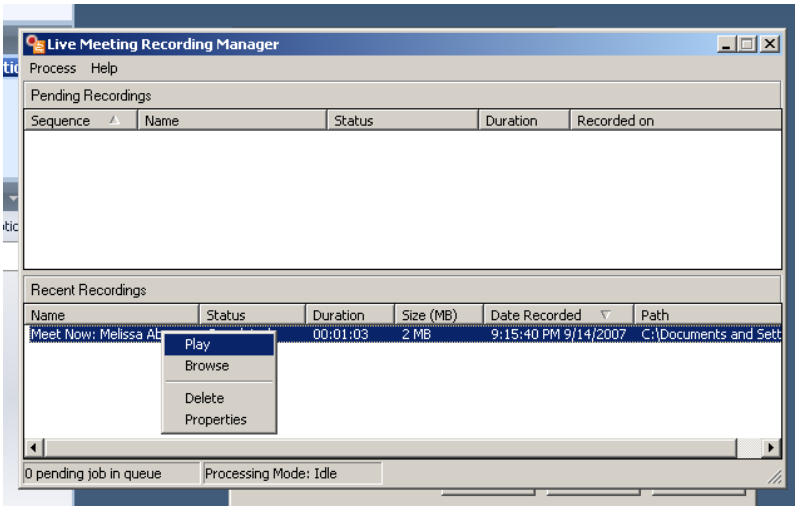
To access and play a recording from your computer

Access your Live Meeting Recording Manager. This is accessible through your Windows Start menu, Programs, and Microsoft Office Live Meeting 2007. Alternatively, the location of this program is available through your Live Meeting Console by clicking Recording, To My Computer, and Options. The "Save To" field shows you the path to locate your personal recordings.

*Option available only on branded customer sites.



To view a recording, right-click the recording name and then select Play. You can also use this menu to delete personal recordings from your computer.



SEND AN INVITATION TO A RECORDING

When you are recording to the Live Meeting Service, you set recording options before a meeting and either limit access to a recording to the organizer and the Live Meeting administrator, or you can give access to all meeting participants. If you limit access to the organizer and the administrator, you can still provide access to individuals. To do so, you send those individuals an invitation to view the recording.

*Option available only on branded customer sites.

To send an invitation to a recorded meeting

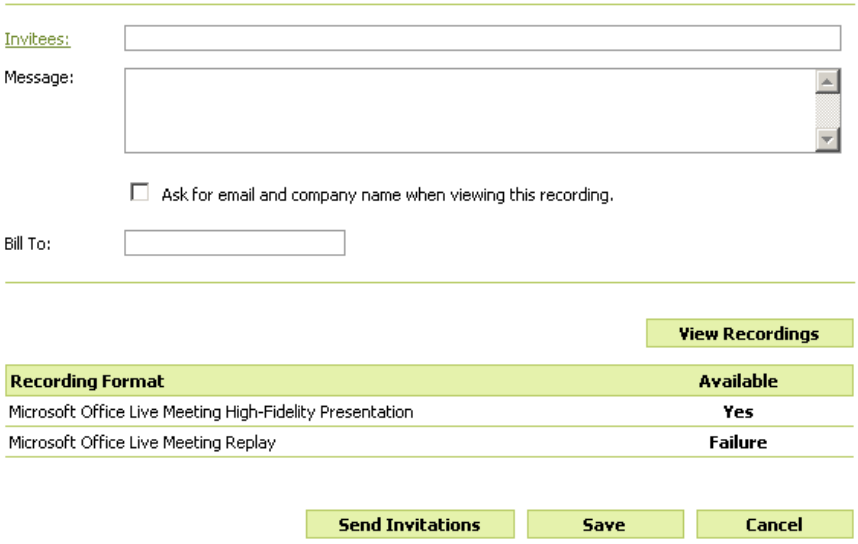
On your My Home page, click Recordings.

In the Recordings list, click the title of the meeting recording for which you want to send invitations.

Optionally, you can change the recording access control and the download options.

In the Invitees box, type the full e-mail addresses (for example, someone@example.com), separated by semicolons, of the people you want to invite to view the recording.

Type an optional message, and then click Send Invitations. Invitees will receive an e-mail message with a link to the recording.



*Option available only on branded customer sites.